2006 - EDITION

Administrative Manual for the Certification of Secondary School Studies, General Education, Youth Sector

Sanction des études

Québec

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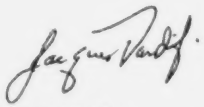
Introduction

The *Administrative Manual for the Certification of Secondary School Studies, General Education, Youth Sector* sets out the administrative rules that school boards and other educational institutions must apply with respect to the evaluation and certification of secondary school studies in general education in the youth sector. The manual is updated regularly and is distributed to those responsible for the certification of studies at schools, school boards and private schools. During the year, the *Info/Sanction* publications provide complementary information and address specific questions.

Your comments on the guide are greatly appreciated as they allow us to make improvements and provide you with a useful tool. Please feel free to submit your comments in writing.



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Chapter 1

REFERENCES TO LEGAL TEXTS

1.1 EDUCATION ACT

1.1.1 TEACHERS' RIGHTS

Section 19 *In accordance with the educational project of the school and subject to the provisions of this Act, the teacher has the right to govern the conduct of each group of students entrusted to his care.*

The teacher is entitled, in particular, ...

(2) to select the means of evaluating the progress of students so as to examine and assess continually and periodically the needs and achievement of objectives of every student entrusted to his care.

1988, c. 84, s. 19.

1.1.2 RESPONSIBILITIES OF SCHOOL PRINCIPALS

Section 96.14 *In the case of a handicapped student or a student with a social maladjustment or a learning disability, the principal, with the assistance of the student's parents, of the staff providing services to the student, and of the student himself, unless the student is unable to do so, shall establish an individualized education plan adapted to the needs of the student. The plan must be consistent with the school board's policy concerning the organization of services for handicapped students and students with social maladjustments or learning disabilities and in keeping with the ability and needs of the student as evaluated by the school board before the student's placement and enrollment at the school.*

The principal shall see to the implementation and periodical evaluation of the education plan and inform the student's parents on a regular basis.

1997, c. 96, s.13.

Section 96.15 *The principal is responsible for approving, on the proposal of the teachers or, in the case of matters referred to in subparagraph 5, of the members of the staff concerned and after consulting with the governing board in the case of proposals under subparagraph 3, ...*

(4) the standards and procedures for the evaluation of student achievement in keeping with the prescriptions of the basic school regulation and subject to the examinations that may be imposed by the Minister or the school board;

(5) the rules governing the placement of students and their promotion from one cycle to the other at the elementary level, subject to the rules prescribed by the basic school regulation.

1997, c. 96, s.13.

1.1.3 FUNCTIONS AND POWERS OF SCHOOL BOARDS

Section 222 Every school board shall ensure that the basic school regulation established by the Government is implemented in accordance with the gradual implementation procedure established by the Minister under section 459.

For humanitarian reasons or to avoid serious harm to a student, the school board may, following a request, with reasons, made by the parents of the student, by the student, if of full age, or by the school principal, exempt the student from the application of a provision of the basic school regulation. In the case of an exemption from the rules governing certification of studies referred to in section 460, the school board must apply therefor to the Minister.

The school board may also, subject to the rules governing certification of studies prescribed by the basic school regulation, permit a departure from a provision of the basic school regulation so that a special school project applicable to a group of students may be carried out. In the case of a departure from the list of subjects, the school board must obtain the authorization of the Minister in accordance with section 459.

1988, c. 84, s. 222; 1997, c. 96, s. 60.

Section 222.1 Every school board shall ensure that the programs of studies established by the Minister under section 461 are implemented.

However, a school board may, at the request of a school principal, after consulting with the student's parents and subject to the rules governing certification of studies prescribed by the basic school regulation, exempt a student who needs special support services in the language of instruction, second language or mathematics program from a subject prescribed by the basic school regulation; no exemption may be granted, however, in respect of those programs.

1997, c. 96, s. 61; 2000, c. 24, s. 26.

Section 231 *Every school board shall ensure that each school evaluates student achievement and administers the examinations imposed by the Minister.*

A school board may impose internal examinations in the subjects it determines at the end of each cycle of the elementary level and at the end of the first cycle of the secondary level.

1988, c. 84, s. 231; 1990, c. 8, s. 26; 1997, c. 96, s. 70.

Section 232 *Every school board shall recognize, in accordance with the criteria or conditions established by the Minister, the learning acquired by a student otherwise than as prescribed in the basic school regulation.*

1988, c. 84, s. 232.

Section 233 *After consulting with the parents' committee, every school board shall establish rules governing promotion from elementary school to secondary school and from the first cycle to the second cycle of the secondary level, subject to the rules prescribed by the basic school regulation.*

1988, c. 84, s. 233; 1997, c. 47, s. 22; 1997, c. 96, s. 71.

1.1.4 FUNCTIONS AND POWERS OF THE MINISTER OF EDUCATION, RECREATION AND SPORTS

Section 447 *The Government may make regulations to be known as the "basic school regulation" ...*

In addition, the basic school regulation may...

(4) establish rules on the evaluation of learning achievement and the certification of studies;

(5) determine the diplomas, certificates and other official attestations awarded by the Minister and prescribe the conditions under which they are to be awarded.

1988, c. 84, s. 447; 1990, c. 8, s. 53; 1992, c. 23, s. 14; 1993, c. 40, s. 63; 1997, c. 96, s. 128.

Section 460 *The Minister may, on such conditions as he determines, exempt any student or any category of students he determines from the application of certain rules of certification of studies or of prior learning.*

1988, c. 84, s. 460; 1997, c. 96, s. 135.

Section 469 *The Minister shall establish criteria or requirements for the recognition by school boards of the learning acquired by a person otherwise than as*

prescribed in the basic school regulation established under section 447...

1988, c. 84, s. 469; 1997, c. 96, s. 142.

Section 470 *The Minister may, to avoid penalizing students unduly, revise the results obtained by them in the examinations he imposes, to compensate for any error or ambiguity in the examinations brought to his attention after they are taken.*

The Minister may, where circumstances so require, invalidate the examination and either retain as the final result the grades obtained in the school board internal examinations or hold another examination.

In addition, the Minister may, in accordance with the criteria and methods established by him, weight the results obtained in the school board internal examinations in subjects for which he imposes examinations, to make the results comparable to those obtained in the internal examinations held in other school boards.

1988, c. 84, s. 470.

Section 471 *The Minister shall award diplomas, certificates and other official attestations prescribed in the basic regulations as well as the official attestations and transcripts of marks which he determines.*

1988, c. 84, s. 471.

1.2 BASIC SCHOOL REGULATION FOR PRESCHOOL, ELEMENTARY AND SECONDARY EDUCATION

(Order in Council 651-2000, June 1st , 2000, *Gazette officielle*, p. 3429, Order in Council 865-2001 and Order in Council 488-2005)

Section 27 *Students who show that they have achieved the objectives of a program by passing an examination set by the school or the school board are not required to take that program. The time allotted for that program shall be used for learning purposes.*

Section 28 *Evaluation is the process whereby a judgment is made on a student's learning on the basis of information gathered, analyzed and interpreted, for the purpose of making pedagogical and, where appropriate, administrative decisions.*

A decision to promote a student to the next cycle shall be based on the student's competency report and on the rules governing promotion established by the school or the school board, according to their respective responsibilities.

In the second cycle of the secondary level, the promotion of a student to the next year shall be by subject.

Section 31 *To be admitted to an examination set by the Minister, secondary students must have been legally enrolled in a school, and must have taken the corresponding program or received equivalent instruction at home following an exemption from school attendance in accordance with subparagraph 4 of the first paragraph of section 15 of the Education Act.*

However, students exempted from taking the program because they have shown that they have achieved the objectives of that program by passing a compulsory examination set by the school or the school board may be admitted to an examination set by the Minister.

Section 32 *The Minister shall award a Secondary School Diploma to students who earn at least 54 credits at the Secondary IV and V. Among those credits, there must be at least 20 credits at the Secondary V level and*

(1) 6 credits in Secondary V language of instruction;

(2) 4 credits in Secondary V French, second language or 4 credits in Secondary IV English, second language; and

(3) 4 credits in Secondary IV history of Québec and Canada.

Credits earned in a vocational training program leading to a Diploma of Vocational Studies or to an Attestation of Vocational Specialization are taken into account when awarding the Secondary School Diploma.

Note: From 1 May 2007 to 30 April 2010, the first paragraph of section 32 shall be read as follows:

32. The Minister shall award a Secondary School Diploma to students who earn at least 54 credits at the Secondary IV or V level. Among those credits, there must be at least 20 credits at the Secondary V level and

(1) 6 credits in Secondary V language of instruction;

(2) 4 credits in Secondary V second language;

(3) 6 credits in Secondary IV mathematics;

(4) 6 credits in Secondary IV physical science; and

(5) 4 credits in Secondary IV History of Québec and Canada.

As of 1 May 2010, the first paragraph of this section will be replaced by the following:

32. The Minister shall award a Secondary School Diploma to students who earn at least 54 credits at the Secondary IV or V level. Among those credits, there must be at least 20 credits at the Secondary V level and

(1) 6 credits in Secondary V language of instruction;

(2) 4 credits in Secondary V second language;

(3) 4 credits in Secondary IV mathematics;

(4) 4 credits in Secondary IV science and technology or 6 credits in Secondary IV applied science and technology;

(5) 4 credits in Secondary IV history and citizenship education;

(6) 2 credits in Secondary IV arts education;

(7) 2 credits in Secondary V ethics and religious culture or physical education and health.

Section 33 *In the case of a student exempted from the application of section 23, in accordance with subparagraph 7 of the second paragraph of that section, the Minister and the school board having jurisdiction over the student shall jointly award a Certificate in Life Skills and Work Skills Education (youth sector) to the student who has taken general education courses and who has successfully completed the practical training component of a life skills and works skills education program comprising 1 800 hours…* (see Chapter 7 of this manual)

Section 34 *For all programs of studies offered at the secondary level that lead to a Secondary School Diploma, the pass mark is 60 percent.*

For all programs of studies for which the Minister sets an examination, the Minister shall take into account the summative evaluation of the student transmitted by the school board in a proportion of 50 percent, subject to section 470 of the Education Act. The Minister shall then certify success or failure in that program.

1.3 2006-2007 DIRECTIVES

Evaluation of learning and certification of studies

Admission to uniform examinations

No student may be barred from writing a uniform examination on the basis that he or she has not attended a sufficient number of classes or because his or her school marks are too low.

Examination sessions

The Ministère holds three examination sessions each school year: in August, January and June.

The dates and times for the uniform examinations must be strictly observed. Only the Minister may authorize a change to the schedule.

Requirements for issuing secondary school diplomas

In May 2007, a regulatory provision that raises the requirements for issuing secondary school diplomas will come into force.

Students who are declared as Secondary V students in general education in the youth sector for the 2005-2006 school year and who are not issued a diploma in June 2006 will be subject to the current certification rules until June 2007.

1.4 LANGUAGE OF INSTRUCTION

Charter of the French language

Section 72 *Instruction in the kindergarten classes and in the elementary and secondary schools shall be in French, except where this chapter allows otherwise.*

This rule obtains in school bodies within the meaning of the Schedule and in private educational institutions accredited for purposes of subsidies under the Act respecting private education (chapter E-9.1) with respect to the educational services covered by an accreditation ...

- -

1977, c. 5, s. 72; 1992, c. 68, s. 138; 1993, c. 40, s. 23.

Section 73 *The following children, at the request of one of their parents, may receive instruction in English:*

(1) a child whose father or mother is a Canadian citizen and received elementary instruction in English in Canada, provided that that

Section 73 *The following children, at the request of one of their parents, may receive instruction in English:*

(1) a child whose father or mother is a Canadian citizen and received elementary instruction in English in Canada, provided that that instruction constitutes the major part of the elementary instruction he or she received in Canada;

(2) a child whose father or mother is a Canadian citizen and who has received or is receiving elementary or secondary instruction in English in Canada, and the brothers and sisters of that child, provided that that instruction constitutes the major part of the elementary or secondary instruction received by the child in Canada;

(3) a child whose father and mother are not Canadian citizens, but whose father or mother received elementary instruction in English in Québec, provided that that instruction constitutes the major part of the elementary instruction he or she received in Québec;

(4) a child who, in his last year of school in Québec before 26 August 1977, was receiving instruction in English in a public kindergarten class or in an elementary or secondary school, and the brothers and sisters of that child;

(5) a child whose father or mother was residing in Québec on 26 August 1977 and had received elementary instruction in English outside Québec, provided that that instruction constitutes the major part of the elementary instruction he or she received outside Québec.

Exception

However, instruction in English received in Québec in a private educational institution not accredited for the purposes of subsidies by the child for whom the request is made, or by a brother or sister of the child, shall be disregarded. The same applies to instruction in English received in Québec in such an institution after 1 October 2002 by the father or mother of the child.

Exception

Instruction in English received pursuant to a special authorization under section 81, 85 or 85.1 shall also be disregarded.

1977, c. 5, s. 73; 1983, c. 56, s. 15; 1993, c. 40, s. 24; 2002, c.28, s. 3.

Section 75 *The Minister of Education may empower such persons as he may designate to verify and decide on children's eligibility for instruction in English under any of sections 73, 81, 85 and 86.1.*

- -

1977, c. 5, s. 75; 1993, c. 40, s. 26.

Section 79 *A school body not already giving instruction in English in its schools is not required to introduce it and shall not introduce it without express and prior authorization of the Minister of Education.*

However, every school body shall, where necessary, avail itself of section 213 of the Education Act (chapter I-13.3) to arrange for instruction in English of any child declared eligible therefor.

The Minister of Education shall grant the authorization referred to in the first paragraph if, in his opinion, it is warranted by the number of pupils in the jurisdiction of the school body who are eligible for instruction in English under this chapter.

- -

1977, c. 5, s. 79; 1988, c. 84, s. 547; 1993, c. 40, s. 29.

Section 84 *No secondary school leaving certificate may be issued to a student who does not have the speaking and writing knowledge of French required by the curricula of the Ministère de l'Éducation, du Loisir et du Sport.*

- -

1977, c. 5, s. 84; 2005, c. 28, s. 195.

Section 85 *Children staying in Québec temporarily may, at the request of one of their parents, be exempted from the application of the first paragraph of section 72 and receive instruction in English in the cases or circumstances and on the conditions determined by regulation of the Government. The regulation shall also prescribe the period for which such an exemption may be granted and the procedure to be followed in order to obtain or renew it.*

- -

1977, c. 5, s. 85; 1983, c. 56, s. 19; 1993, c. 40, s. 33.

Section 87 *Nothing in this Act prevents the use of an Amerindic language in providing instruction to the Amerinds, or of Inuktitut in providing instruction to the Inuit.*

- -

1977, c. 5, s. 87; 1983, c. 56, s. 21.

Section 88 *Notwithstanding sections 72 to 86, in the schools under the jurisdiction of the Cree School Board or the Kativik School Board, according to the Education Act for Cree, Inuit or Naskapi Native Persons (chapter I-14), the languages of instruction shall be Cree and Inuktitut, respectively, and the other languages of instruction in use in the Cree and Inuit communities in Québec on the date of the signing of the Agreement indicated in section 1 of the Act approving the Agreement concerning James Bay and Northern Québec (chapter C-67), namely, 11 November 1975.*

The Cree School Board and the Kativik School Board shall pursue as an objective the use of French as a language of instruction so that pupils graduating from their schools will in future be capable of continuing their studies in a French school, college or university elsewhere in Québec, if they so desire.

After consultation with the school committees, in the case of the Crees, and with the parents' committees, in the case of the Inuit, the commissioners shall determine the rate of introduction of French and English as languages of instruction.

With the assistance of the Ministère de l'Éducation, du Loisir et du Sport, the Cree School Board and the Kativik School Board shall take the necessary measures to have sections 72 to 86 apply to children whose parents are not Crees or Inuit. For the purposes of the second paragraph of section 79, a reference to the Education Act is a reference to section 450 of the Education Act for Cree, Inuit and Naskapi Native Persons.

This section, with the necessary modifications, applies to the Naskapi of Schefferville.

1977, c. 5, s. 88; 1983, c. 56, s. 22, s. 51; 1988, c. 84, s. 548; 2005, c. 28, s. 195.

Chapter 2

APPLICATION OF RULES

2.1 CERTIFICATION SYSTEMS

2.1.1 CERTIFICATION REQUIREMENTS

For the 2005-2006 school year, students declared as Secondary V students are subject to the following rules of certification system J3:

The Minister shall award a Secondary School Diploma to students who earn at least 54 credits at the Secondary IV or V level. Among those credits, there must be at least 20 credits at the Secondary V level and

(1) 6 credits in Secondary V language of instruction;

(2) 4 credits in Secondary V second language;

(3) 4 credits in Secondary IV mathematics;

(4) 4 credits in Secondary IV science and technology or 6 credits in Secondary IV applied science and technology;

(5) 4 credits in Secondary IV history and citizenship education;

(6) 2 credits in Secondary IV arts education; and

(7) 2 credits in Secondary V ethics and religious culture or physical education and health.

Students declared as Secondary III, IV or V students are subject to the following rules of certification system J4.

The Minister shall award a Secondary School Diploma to students who earn at least 54 credits at the Secondary IV or V level. Among those credits, there must be at least 20 credits at the Secondary V level and

(1) 6 credits in Secondary V language of instruction;

(2) 4 credits in Secondary V second language;

(3) 6 credits in Secondary IV mathematics;

(4) 6 credits in Secondary IV physical science; and

(5) 4 credits in Secondary IV History of Québec and Canada.

Only the following students may obtain a Secondary School Diploma by meeting the requirements of certification system J3:

(1) Students declared as Secondary V students who meet the requirements of certification system J3 before May 1, 2007;

(2) Students declared as Secondary V students in 2005-2006 who did not obtain a Secondary School Diploma in June 2006.

The Minister shall award a Secondary School Diploma to students who earn at least 54 credits at the Secondary IV or V level. Among those credits, there must be at least 20 credits at the Secondary V level and

(*1*) 6 credits in Secondary V language of instruction;

(*2*) 4 credits in Secondary V French, second language or 4 credits in Secondary IV English, second language; and

(*3*) 4 credits in Secondary IV History of Québec and Canada.

All general education programs in compulsory and optional subjects successfully completed in Secondary IV and V are taken into consideration in the certification of secondary school studies.

All courses successfully completed in vocational training are also taken into consideration in the certification of secondary school studies, except for courses within the scope of an Attestation of Vocational Training (AVT).

Educational institutions are responsible for evaluation in all courses for which the Ministère does not set a uniform examination.

The pass mark for all courses taken by students subject to certification system 3 is 60 percent.

As a general rule, the final mark of each student who has taken a uniform examination is determined by adding two marks: 50 percent of the mark obtained on the uniform examination (*converted if necessary*) and 50 percent of the moderated school mark. However, the final mark is calculated differently for examinations involving several components.

2.1.2 SPECIFIC CONDITIONS

2.1.2.1 Local Programs of Study

Programs of study developed by an educational institution may be considered in granting credits recognized for the certification of studies.

No special authorization is required for local programs worth four credits or less. Educational institutions may use a code already in the SESAME subject list (*no authorization is required*). However, the educational institution must ensure that the code selected for a given local program is still valid by contacting the person responsible for codes for local programs of study (*see Appendix 1, Number 1*).

If no code in the subject list meets the educational institution's need, the institution must complete the application form for a local program and send it to the person responsible for codes for local programs (*see Appendix 1, Number 1*).

Programs worth 5 credits or more must be approved by the Ministère. The Direction générale de la formation des jeunes will provide the required information and documents. The code to be used for the local program will be assigned concurrent with program approval.

The educational institution must complete the appropriate form and send it to the person responsible for codes for local programs (*see Appendix 1, Number 1*).

2.1.2.2 Substitution of Credits Earned in Languages of Instruction and Second Languages

The compulsory credits in French as a second language may be replaced by credits in French as the language of instruction for the same grade level; credits in English as a second language may be replaced by credits in English as the language of instruction. These substitutions require no prior approval. However, no examination results will be published for students who are not eligible for instruction in English but who nonetheless pursued their studies in English. The examination results for English as the language of instruction will be published only if these students pass the examination for French as the language of instruction for the corresponding grade level.

All students enrolled in the French sector must pass the French language of instruction examination in order to graduate. Similarly, all students enrolled in the English sector must pass the English language of instruction examination in order to graduate.

2.1.2.3 Language of Instruction and Second Language for the Cree, Inuit and Naskapi

The Cree, Inuktitut and Naskapi languages are recognized respectively as the languages of instruction of these groups.

The Cree, Kativik and Central Québec school boards therefore have various options as to the selection of examinations for language of instruction and second language.

Students may satisfy the requirement with respect to the evaluation of learning in the language of instruction either by taking the examination prepared by the educational institution in the Cree, Inuktitut or Naskapi language, or by taking the uniform language of instruction examination in English or in French.

Whenever the native language of instruction is selected, students may satisfy the language of instruction requirement with respect to the evaluation of learning in the second language by taking one of the following examinations: English as the language of instruction; English as a second language; French as the language of instruction; or French as a second language.

2.1.2.4 Heritage Language Courses

The Ministère recognizes credits earned for heritage languages courses taken by students in an authorized institution.

The Direction des services aux communautés culturelles is responsible for this official recognition as well as for the quality of the learning acquired under the Programme des langues ethniques.

Marks obtained by students for courses taken in an accredited ethnic organization are sent by the Direction des services aux communautés culturelles to the educational institution where the student is officially enrolled so that they can subsequently be submitted to the Ministère.

2.1.2.5 Second Language Courses for Non-Canadian Students Staying in Québec Temporarily

Non-Canadian students staying in Québec temporarily who are exempted from the application of the first paragraph of section 72 of the *Charter of the French language* may receive an exemption from passing second language examinations.

Students with temporary student status must be enrolled in school, be taught the ministerial programs in accordance with the Basic School Regulation and, after taking the uniform examinations, demonstrate their inability to obtain the second language credits. The credits for this subject, which are required for certification, will be granted once all the other requirements for the certification of studies have been satisfied. For this subject, the code XMT (exemption) will appear on the student's statement of marks.

In order for a student to benefit from this measure, the educational institution must submit a request in writing to the department head of the Direction de la sanction des études (*see Appendix 1, Number 1)* and include a copy of the temporary resident permit issued by Citizenship and Immigration Canada or the Certificat d'acceptation du Québec (Québec Acceptance Certificate) issued by the Ministère des Relations avec les citoyens et de l'Immigration.

2.2 CHANGE OF CERTIFICATION SYSTEM

Students who are in Secondary V when a certification system changes have an additional year to complete their courses and obtain their Secondary School Diploma.

However, students who do not take advantage of this transitional measure at the end of their Secondary V year are considered to have changed certification systems. They are then subject to the rules of the new certification system and may be required to pass one or more examinations not compulsory under the certification system previously applicable to them.

Chapter 3

ADMINISTRATION OF EXAMINATIONS

3.1 TYPES OF EXAMINATIONS

3.1.1 UNIFORM EXAMINATIONS

Uniform examinations are summative examinations used to evaluate learning in subjects that are compulsory for the certification of studies. Such examinations may also be set for subjects that are prerequisites for certain college programs. These uniform examinations are prepared for the June, August and January sessions. The Ministère de l'Éducation, du Loisir et du Sport is responsible for developing uniform examinations and administering them to students under uniform conditions, on a date specified in the official calendar.

3.1.2 COMPULSORY EXAMINATIONS

Compulsory examinations are summative examinations used to evaluate learning in certain subjects that are not required for the certification of studies. The Ministère de l'Éducation, du Loisir et du Sport is responsible for developing these examinations and administering them to students under uniform conditions, on a date specified in the official calendar. These examinations are prepared for the June sessions only. Educational institutions are responsible for correcting the examinations and processing the results.

3.1.3 COMPLEMENTARY EXAMINATIONS

Complementary examinations are summative examinations used to evaluate learning in compulsory or optional subjects and are offered to educational institutions in order to prepare students and teachers for the administration of uniform examinations or compulsory examinations. These optional examinations are administered to students on a date specified in the official calendar. The date of an examination may be postponed but never brought forward. Educational institutions that decide to administer a complementary examination on the date stipulated in the official calendar must use the examination in full. After this date, changes may be made to the examination on the condition that the teachers are notified. Examinations are corrected by educational institutions and a correction key and guide are provided by the Ministère. These examinations are prepared for the June session only.

3.1.4 LOCAL EXAMINATIONS

Local examinations are summative examinations developed by educational institutions and administered to students on a date determined by the institution.

3.2 SPECIFIC PROVISIONS REGARDING EXAMINATIONS WITH SEVERAL COMPONENTS

3.2.1 GENERAL CONSIDERATIONS

The following provisions apply to examinations with several components:

Credits are not granted for specific components. It is the comprehensive final mark, which is the sum of the weighted marks obtained on each component, that determines whether students earn the credits for the program in question.

Students who do not pass all the components yet obtain a comprehensive final mark of at least 60 percent will be granted the credits for the program, except for Secondary V French, language of instruction for which students must obtain a mark of at least 50 percent in each of the components. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

Final Mark for a Component

Educational institutions must submit a mark out of 100, assigned by the school, for each component. They must also submit a mark when a group of students enrolled in an individualized instructional project sits for the examination at the same time. However, no mark from the school is transmitted to the Ministère when a student who has not taken classes with a group reports for a uniform examination.

When a component is composed of the school mark and the mark on the uniform examination, the Ministère is responsible for calculating the final result. The final result may be determined by adding two marks: 50 percent of the moderated school mark and 50 percent of the mark on the uniform examination, converted if necessary. However, if the converted uniform examination mark is higher that the final result calculated following moderation, only the uniform examination mark is used in the calculation of the comprehensive mark. When this result has been calculated, values of 0.5 to 0.9 are rounded up to the next whole number and values less than 0.5 are rounded down to the lower number. A final mark of 58 or 59 on a component is not raised to 60.

When a student does not take an examination component, the code XMT *(exemption)* indicated for any given component carries a value of 60 percent in the computation of the comprehensive final mark.

The code ANN *(cheating)* or ABS *(unexcused absence)* indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark. However, these results are not used in the computation of the group average for the purpose of processing moderate results.

In the computation of the final mark, the code EQU *(equivalence for authorized absence)* indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, with the exception of the Secondary V French, language of instruction, an equivalence may be granted if the moderated school mark for the component is equal to or higher than 60%.

Comprehensive Final Mark

The comprehensive final mark appears on the summary line of the statement of marks. If the comprehensive final mark is 58 or 59, it is raised to 60. However, the mark remains the same if it is completely based on local examinations.

3.2.2 CONSIDERATIONS RELATING TO EACH EXAMINATION

3.2.2.1 French as the Language of Instruction

The examination for Secondary V *French, Language of Instruction*, has three components:

- writing
- reading
- speaking

The components are weighted as follows to obtain the comprehensive final mark (129-536):

- writing	(129-510)	50 percent (uniform examination)
- reading	(129-520)	40 percent (local examination)
- speaking	(129-530)	10 percent (local examination)

Students must obtain a mark of at least 50 percent on each of the components. Students who obtain a mark lower than 50 percent on one of the components, but who obtain a comprehensive mark of at least 60 percent will have the word "failure" entered on the summary line of their statement of marks.

Since the writing component (129-510) is corrected at the Ministère, educational institutions must send the students' answer booklets to the Ministère.

The rules for correction in force at the time will be applied to the correction of a component that is retaken outside of a regular examination session for a *closure of record*. Consequently, whenever the writing component (129-510) is retaken, the educational institution must send the student's answer booklet for correction to Marcel Tanguay at the Direction de la sanction des études (*see Appendix 1, Number 1*).

Français 486, language of instruction

The examination for Secondary IV French, language of instruction, has three components:

- writing
- reading
- speaking

The components are weighted as follows to obtain the comprehensive final mark (128-486):

- writing	(128-460)	50 percent (local examination)
- reading	(128-470)	40 percent (local examination)
- speaking	(128-480)	10 percent (local examination)

3.2.2.2 French as a Second Language

The examination for Secondary V French, Second Language, has four components:

- writing
- reading
- listening
- speaking

The components are weighted as follows to obtain the comprehensive final mark (636-544):

- writing	(636-510)	25 percent (uniform examination)
- reading	(636-520)	25 percent (uniform examination)
- listening	(636-530)	25 percent (uniform examination)
- speaking	(636-540)	25 percent (uniform examination)

3.2.2.3 English as a Second Language

The examinations for Secondary IV and V English, Second Language, have four components:

- oral production
- written production
- listening comprehension
- reading comprehension

The components are weighted as follows to obtain the comprehensive final mark:

For Secondary IV: (156-444)

- oral production	(156-410)	25 percent (local examination)
- written production	(156-420)	25 percent (local examination)
- listening comprehension	(156-430)	25 percent (local examination)
- reading comprehension	(156-440)	25 percent (local examination)

For Secondary V: (156-544)

- oral production	(156-510)	25 percent (uniform examination)
- written production	(156-520)	25 percent (uniform examination)
- listening comprehension	(156-530)	25 percent (uniform examination)
- reading comprehension	(156-540)	25 percent (uniform examination)

3.2.2.4 Chemistry, Physics and Physical Science

Chemistry 534 (551-584) and Physics 534 (554-584)

The examinations for Secondary V chemistry 534 (*Chemistry* 551-584) and physics 534 (*Physics* 554-584) each have two components:

– written chemistry examination:	551-570	(local examination)
– chemistry laboratory examination:	551-580	(local examination)
– written physics examination:	554-570	(local examination)
– physics laboratory examination:	554-580	(local examination)

The written uniform examinations for chemistry 534 (551-570) and physics 534 (554-570) are out of 100 and worth 75 percent of the comprehensive final mark.

The results of the laboratory examinations for chemistry (551-580) and physics (554-580) are out of 100 and worth 25 percent of the comprehensive final mark.

Physical Science 416 (556-486)

The examinations for Secondary IV physical science 416 has two components:

– written physical science examination:	556-470	(uniform examination)
– physical science laboratory examination:	556-480	(local examination)

The written physical science examination (556-470) is out of 100 and worth 85 percent of the comprehensive final mark.

The result of the physical science examination (556-480) is out of 100 and worth 15 percent of the comprehensive final mark.

3.2.2.5 Maximum Number of Credits for Examinations at the Same Grade Level

The number of credits students can earn in a given subject at the same grade level is limited. For example, students may not earn more than 6 credits in courses from the Secondary IV *English Language Arts* program as the content of these courses is almost equivalent. However, the results on all examinations taken will appear on the statement of marks.

MAXIMUM NUMBER OF CREDITS FOR EXAMINATIONS AT THE SAME GRADE LEVEL

Subject	Examinations				Maximum No. of Credits
Anglais, langue seconde (Secondary IV) Certification system J2, J3 and J4	134-414 135-432 135-922 136-484	134-494 135-442 135-932 156-444	135-412 135-454 135-942	135-422 135-912 136-424	4
Anglais, langue seconde (Secondary V) Certification system J2	134-514 135-092 135-582	135-022 135-522 135-592	135-042 135-542	135-082 135-554	8
Anglais, langue seconde (Secondary V) Certification system J3 and J4	134-594	136-524	136-584	156-544	4
Physical Science Certification system J2, J3 and J4	056-416 057-496 556-496	056-436 556-416 557-496	056-486 556-436	056-496 556-486	6
English Language Arts (Secondary IV) Certification system J2, J3 and J4	630-416 631-423 631-923	630-496 631-426 632-416	631-413 631-486	631-416 631-913	6
English Language Arts (Secondary V) Certification system J2, J3 and J4	628-526 631-053 631-536 632-516	630-516 631-063 631-553	630-586 631-516 631-563	630-596 631-526 631-586	12
Français, langue d'enseignement (Secondary IV) Certification system J2, J3 and J4	128-456 131-423 131-933	128-486 131-433 132-416	130-416 131-913 132-486	131-413 131-923	6
Français, langue d'enseignement (Secondary V) Certification system J2	130-516 131-513	131-013 131-523	131-023 131-533	131-033 132-516	12
Français, langue d'enseignement Secondary V) Certification system J3 and J4	128-536 132-586	128-556	128-586	129-536	
Français, langue seconde (Secondary IV) Certification system J2, J3 and J4	634-414 635-484	635-452 635-952	635-462 635-962	635-472 635-972	4

Français, langue seconde (Secondary V) Certification system J2, J3 and J4	633-022 635-042 635-514 635-572	633-522 635-052 635-542 635-594	634-514 635-062 635-552 636-544	634-594 635-072 635-562	8
Mathematics (Secondary IV) Certification system J2, J3 and J4	064-414 065-416 065-436 068-426 564-436 565-426 568-416	064-416 065-423 065-443 068-436 565-413 565-436 568-426	064-436 065-426 066-496 564-414 565-416 565-443 568-436	065-413 065-433 068-416 564-416 565-423 566-496	6
Mathematics (Secondary V) Certification system J2, J3 and J4	064-536 065-523 065-543 068-526 565-513 565-533 566-584	064-574 065-526 065-553 068-536 565-514 565-536 568-514	065-513 065-533 065-584 564-574 565-523 565-543 568-526	065-514 065-536 068-514 564-536 565-526 565-553 568-536	6
Heritage Languages (Secondary IV) Certification system J2, J3 and J4	129-444 147-444 153-444 641-444 648-444	138-444 148-424 153-454 645-444 652-444	141-444 148-444 629-444 647-444 653-444	145-444 152-444 638-444 648-424 653-454	4
Heritage Languages (Secondary V) Certification system J2, J3 and J4	129-544 147-544 153-544 641-544 648-544	138-544 148-524 153-554 645-544 652-544	141-544 148-544 629-544 647-544 653-544	145-544 152-544 638-544 648-524 653-554	4
Career Exploration Certification system J3 and J4	199-402 699-402	199-404 699-404	199-502 699-502	199-504 699-504	4

3.3 EXAMINATION TIMETABLE

Each year, the Ministère publishes a timetable for the various examinations. Educational institutions must comply with this timetable in its *entirety*. They may, however, bring forward or postpone the start of an examination by **several minutes** for administrative reasons. Educational institutions that wish to administer an examination 30 minutes or more later or earlier than scheduled must contact the department head of the Direction de la sanction des études *(see Appendix 1, Number 1)* in writing at least one month before the beginning of the examination session.

Educational institutions may not reschedule a uniform examination for a date other than that indicated in the official calendar, except for the purposes of a closure of records, as specified in point 3.15 of this document.

Special Cases

When practical training at a military base or a linguistic camp makes it impossible for students to present themselves at an educational institution administering the uniform examinations for a session, an authorized person in such an organization can make an agreement with the department head of the Direction de la sanction des études *(see Appendix 1, Number 1)* to administer the uniform examination.

Exemption of a Category of Students

In accordance with section 460 of the *Education Act*, an educational institution may request that the Minister exempt a category of students from the application of the official timetable.

3.4 EXAMINATION SESSIONS

3.4.1 PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE EDUCATIONAL INSTITUTION

For the purposes of administering the rules of certification, each school names a person responsible for the certification of studies. This person is responsible for:

- the application of certification rules
- communications with the Direction de la sanction des études
- the confidentiality of uniform examinations
- the issuing of letters for CEGEP admission

To indicate any change in the information concerning the educational institution or if the person responsible for the certification of studies has been replaced, please complete the appropriate form (*see Appendix 2, Number 2*).

Confidentiality of Examinations

The person in charge of certification at the educational institution, or someone delegated by him or her, must:

1. check the contents of each box and ensure that the correct number of envelopes has been received
2. ensure that each of the envelopes does indeed contain the examinations indicated on the label
3. store the question booklets in a safe place
4. see that the examinations are distributed to the schools and ascertain that they are stored in a safe place. The examinations are to be distributed no sooner than two days before the scheduled examination date.
5. immediately notify the person in charge of the distribution of examinations (*see Appendix 1, Number 1*) if question booklets have been received by mistake.

Note: Only authorized persons are allowed to have a copy of the examination before the date and time set for the administration of the examination.

Letter for CEGEP Admission

The person responsible for the certification of studies can, after the August and January examinations have been corrected, provide a letter addressed to college registrars to certify that the student has successfully completed a subject.

However, the person must ensure that the results of an examination are sufficient for the student to obtain the credits in accordance with the rules in force at the time the examination is written.

3.4.2 PARTICIPATION OF EDUCATIONAL INSTITUTIONS IN ADMINISTERING MINISTRY EXAMINATIONS

Educational institutions must participate in administering the uniform examinations by providing, at their expense, suitable premises as well as the personnel required to monitor the students, to correct the examinations and to compile the results. They must send the results of uniform examinations to the Ministère as soon as possible. Educational institutions must ensure the confidentiality of the examinations.

It is recommended that:

- one monitor be assigned to watch over each group of about 30 students
- the school administration post the examination timetable and inform the students of the rules for taking examinations
- the school administration ensure that the students' desks and the classrooms are free of any unauthorized materials

3.4.3 ADMISSION TO MINISTRY EXAMINATIONS

To be admitted to an examination set by the Minister, secondary students must have legally enrolled in a school, and must have taken the corresponding program or received equivalent instruction at home following an exemption from school attendance.

However, students exempted from taking the program because they have shown that they have achieved the objectives of that program by passing a compulsory examination set by the educational institution may be admitted to an examination set by the Minister.

Students enrolled in a course following a failure must complete the course and must comply with the requirements of the school before retaking a uniform examination.

Furthermore, an educational institution cannot, on the grounds of too many absences or low marks, refuse admission to a uniform examination to students taking the examination for the first time or retaking it.

3.4.4 ADMINISTRATION OF POSTPONED UNIFORM EXAMINATIONS

Inclement weather or other unforeseeable circumstances may interfere with the January examination session. In such cases, the educational institutions must immediately contact the head of the Direction de la sanction des études *(see Appendix 1, Number 1)* in order to reach an agreement as to the conditions for administering the supplementary examination.

3.4.5 DISTRIBUTION OF EXAMINATION QUESTION BOOKLETS TO EDUCATIONAL INSTITUTIONS

As a general rule, the question booklets are sent directly to school boards and private schools, with the exception of private schools in the Québec, Lévis and Montréal areas, which must obtain them at distribution centres. A letter is sent to the private schools concerned indicating the time, date and location of the examination pick-up.

If students have been registered to take the examinations, the Ministère sends pre-identified answer sheets to the educational institutions.

In addition to the examination question booklets, the Ministère ships other examination materials including forms entitled *Note d'école and rang cinquième* (16-7753), answer sheets that have been pre-identified with the name and permanent code of each student, the examination code and the educational institution's code, for all examinations for which the Ministère has received registration by the established deadline.

A certain quantity of partially pre-identified answer sheets and some blank answer sheets will also be sent to educational institutions so that they may report the data for students who were not registered for the examinations.

Educational institutions that use forms to report their examination-related data will also receive a supply of blank forms entitled *Results on Uniform Examinations and Local Examinations (16-7752-01, see Appendix 2, Number 3).*

All requests for additional question booklets must be addressed to the regional office concerned at the Direction de la sanction des études (*see Appendix 1, Number 2*) or to the person responsible for the distribution of examinations at the Direction de la sanction des études (*see Appendix 1, Number 1*).

3.4.6 JANUARY SESSION

Registration of students for uniform examinations

During the month of October, educational institutions will be sent an order form for the January uniform examinations. To receive the required question booklets the person in charge of pedagogical evaluation or the certification of studies at the educational institution must complete this order form, indicating the total number of question booklets needed for each subject. Forms must be sent to the Direction de la sanction des études before the deadline indicated on the form.

Shipping of examination materials

The Ministère will ship the examination materials (*question booklets, answer sheets, return envelopes, etc.*) to the educational institutions during December and January.

Publication of results

The marks for the January session will be made available in mid-February. The January marks are published in two forms:

1. the official documents published expressly for students: statement of marks and diploma

2. a copy of the students' statements of marks for the educational institutions using forms to transmit data

3.4.7 JUNE SESSION

3.4.7.1 Uniform Examinations

Registration of students for uniform examinations

In February, all educational institutions receive a registration form for the June uniform examinations.

Distribution of examination materials

In accordance with the number of examination registration forms submitted by each educational institution, the Ministère will ship a supply of question booklets and answer sheets pre-identified with each student's name and permanent code, the institution's code and the examination code.

A certain quantity of partially pre-identified forms and some blank forms will also be sent to educational institutions so that they may report the data on students who were not registered for the examinations.

Publication of results

The marks earned for each component are presented in ascending order of code numbers and year/session on the statement of marks. The comprehensive final mark listed for the program code appears immediately under the marks earned for each component. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

After the June examination session, the Ministère publishes the marks in two types of documents:

- official documents meant for the students: statement of marks and diploma
- a copy of students' statements of marks for educational institutions using forms to transmit data

The Ministère publishes statements of marks three different times a year:

- first publication: first week of July
- second publication: third week of July
- third publication: second week of September

Secondary School Diplomas are mailed to students at the beginning of September.

The form copy of students' statements of marks is sent to educational institutions twice a year:

- first and second publications: end of July
- third publication: first week of September

Educational institutions using teleinformatics to transmit data electronically may print out all of the lists described in the *Guide d'utilisation des productions décentralisées*, which is available on the Web site of the Direction de la sanction des études.

3.4.7.2 Complementary Examinations

Educational institutions generally receive one copy of complementary examinations and are responsible for reproducing the quantity they require. When copies cannot be made, the Ministère may ship the quantity indicated in the *Déclaration des effectifs scolaires* (*see Appendix 2, Number 7*).

3.4.7.3 Compulsory Examinations

The Ministère will ship a supply of compulsory examinations corresponding to the number indicated in the declaration of enrollments (*Déclaration d'effectif scolaire, see Appendix 2, Number 7*).

3.4.8 AUGUST SESSION

Student-Related Information

Students Who Attended a School

Educational institutions report enrollments at the beginning of the school year. They therefore do not need to complete the form entitled *Déclaration des effectifs scolaires (see Appendix 2, Number 7)* for students who attended a secondary school during the school year and who take the August examinations.

Students Who Did Not Attend a School

The form entitled *Déclaration des effectifs scolaires (see Appendix 2, Number 7)* must be completed for candidates who did not attend secondary school during the current school year and who take the August examinations.

These forms must be sent to the Direction de la sanction des études at the same time as the form entitled *Results on Uniform Examinations and Local Examinations (16-7752-01, see Appendix 2, Number 3)* on which the students' marks are shown.

Shipping of Examination Materials

The Ministère will ship the educational institutions the number of uniform examination question booklets indicated on the order forms, a supply of correction keys and answer sheets (form 16-7761 or 16-7762 and 16-7781 or 16-7782), and the form entitled *Results on Uniform Examinations and Local Examinations (16-7752-01, see Appendix 2, Number 3)*.

Other Information on the August Examination Session

- Educational institutions should never return answer sheets to the Direction de la sanction des études except those for the writing component (129-510) of the French, language of instruction, examination, which are corrected at the Direction de la sanction des études. The institutions are responsible for keeping the answer sheets. However, they should return the students' answer booklets for the writing component of the French, language of instruction, examination for Secondary V (129-510).

- After the examinations have been corrected, marks are reported using form 16-7752-01 (*see Appendix 2, Number 3*) to the Direction de la sanction des études.

- The school mark reported must never be the one earned during the (regular) school year but the one obtained during the summer course, if applicable.

- The mark obtained on the uniform examination is entered in the column headed MARK ON UNIFORM EXAMINATION.

- The school code 099 must not be used for students who attended the school during the regular school year. The code for the month of June must be entered.

- For students who did not attend a school during the regular school year, code 099 can be entered in boxes 6 to 8 and 23 to 25 on the form. The form entitled *Déclaration des effectifs scolaires* (*see Appendix 2, Number 7*) must also be completed.

- The forms entitled *Déclaration des effectifs scolaires* and *Results on Uniform Examinations and Local Examinations* are sent to the Direction de la sanction des études.

Publication of Marks

The marks from the August examination session are processed during the month of August and issued in September.

3.5 INVIGILATION AND USE OF DICTIONARY

The invigilator for each group of students must:

- verify the identity of each of the students immediately before the examination session begins (he or she may request photo identification)

- ensure that the materials used by the students are authorized by the Ministère or allowed according to the instructions printed on the cover page of the question booklet

- open the envelope containing the question booklets in the presence of the students

- read the instructions for administering the examination

- collect the answer sheets and the question booklets when the time allotted for the examination has expired

The students must be supervised by the same invigilator for the entire examination. Students enrolled in welcoming or francization classes and those who benefit from welcoming or francization measures may use a general bilingual dictionary during the examination sessions. These students may also use this dictionary during the first two years following their admission to regular classes.

Cheating

Whenever the invigilator believes that cheating has occurred, he or she must immediately confiscate the student's question booklet, answer sheet and any incriminating material(s), and expel the student from the examination room.

The invigilator must then make a written report outlining the reason(s) for the student's expulsion, sign the report and remit it to the principal together with all the materials confiscated.

After a decision has been made regarding the case of substitution or cheating, the educational institution sends the student's question booklet or answer sheet marked PLAGIAT *(cheating)* and signed by the principal to the head of the Direction de la sanction des études (*see Appendix 1, Number 1)* as soon as possible, under separate cover.

3.6 ARRIVAL AND DEPARTURE OF STUDENTS

No students will be admitted to the examination room after the first 30 minutes of an examination have elapsed and no student will be permitted to leave the examination room until at least one half of the time allotted for the examination has elapsed.

However, students taking the uniform examinations for listening comprehension (156-430 and 156-530), must be present for all required activities from the beginning to the end of the examination, give the nature of this type of examination.

For uniform examinations, an additional five minutes per hour must be allowed beyond the duration set in the official timetable.

3.7 THEFT OF UNIFORM EXAMINATIONS

Should a uniform examination be stolen, the educational institution must take the following steps:

1. Immediately notify the director of the Direction de la sanction des études (*see Appendix 1, Number 1*), who, after discussion with the educational institution, will decide on the immediate measures to be taken.

2. Immediately call the local police.

3. Send a written report to the director of the Direction de la sanction des études describing the causes and circumstances of the theft.

3.8 ABSENCE FROM A UNIFORM EXAMINATION

Unexcused Absence – Students who are absent from a uniform examination without a valid excuse will find the code ABS (*absent*) on their statement of marks for the corresponding examination. Such students may sit for the examination at another session, if they so wish.

Authorized Absence – When a student has been excused from a uniform examination, a maximum of 16 credits may be granted for all Secondary IV and V examinations in general education that the student has missed.

In accordance with the Policy on the Evaluation of Learning, the certification of studies should be based on the reliable, rigorous and equitable evaluation of learning. If a student misses a uniform examination for a valid excuse and it is impossible to evaluate the student's learning using an equivalent examination authorized by the Direction de la sanction des études, the granting of an equivalency by reason of a valid excuse may be considered.

The equivalence is granted only if the moderated school mark is equal to or higher than the pass mark.

In the computation of the comprehensive final mark, the code EQU (*equivalence for authorized absence*) indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the mark.

Acceptable Reasons – Students must justify their absence(s) with one of the following reasons:

- serious illness or accident confirmed by a medical report or certificate
- death of a close relative
- a court summons
- participation in an important event, for which the department head of the Direction de la sanction des études (*see Appendix 1, Number 1)* has given its approval beforehand

A copy of the documents authorizing such absences must be sent to the Ministère and the original must be retained by the student's school.

When a student has been excused from a uniform examination, the person in charge of the certification of studies may make arrangements with the department head of the Direction de la sanction des études (*see Appendix 1, Number 1)* to allow the student to write the uniform examination outside the official examination timetable.

Administrative Procedure – All requests for equivalences for authorized absences must be submitted by the institution concerned using form 16-7768 (*see Appendix 2, Number 5*) as soon as possible following the examination session, together with a copy of the student's final school report and other supporting documents. This request must be sent to the person in charge of equivalences for authorized absences from ministry examinations (*see Appendix 1, Number 1*).

3.9 RETAKE OF A FAILED EXAMINATION OR RETAKE TO IMPROVE A MARK

A student who fails a uniform examination or who wishes to improve his or her mark is permitted to attend a subsequent regular examination session. However, the student becomes subject to the certification rules in force at the time of the make-up session and must meet the requirements established by the educational institution.

If the mark obtained upon retaking an examination is lower than the mark that is currently indicated on the statement of marks, the new mark will be indicated once in order to inform the student. However, if the new mark is higher than the old mark, only the new mark will appear on the statement of marks.

3.10 REQUEST FOR REVIEW OF MARKS

1. Requests for the review of a uniform examination must be submitted within six months of the student's receipt of the statement of marks.

2. All requests for recorrections must be addressed to the person in charge of the certification of studies at the educational institution.

3) A *Request for Recorrection of a Uniform Examination* form *(see Appendix 2, Number 6)* must be completed for each examination to be recorrected. The following must be enclosed with the form:

- a photocopy of the student's official statement of marks
- the student's copy of the free-response examination, if applicable
- $10.00 for each request payable by cheque or money order to the Ministère des Finances for each examination to be recorrected

The documents should be sent to Marcel Tanguay *(see Appendix 2, Number 6)*.

4) As soon as the Direction de la sanction des études receives the result of the review, it informs both the student and the person in charge of the certification of studies at the educational institution.

5) If the review results in a mark higher than the original mark, the new mark is then entered in the student's record and a new statement of marks is issued at the time of the next publication of marks.

6) If a mark lower than the original mark results from the review, the original mark stands.

3.11 RETENTION OF COPIES

Only authorized persons at the educational institutions may retain, for eventual use, copies of the uniform examinations and other examination materials (e.g. tape recordings, cassettes, maps). Educational institutions must keep the students' answer booklets and answer sheets for at least one year.

Copies of the December, January or August uniform examinations may not be distributed to teachers nor may teachers be allowed to keep copies.

3.12 SHIPPING COSTS

The costs of sending the Ministère the information used for the publication of the students' examination marks are to be borne by the educational institutions.

3.13 UPDATING OF STUDENT RECORDS

These procedures must be followed when updating student records:

1. All marks of students who have taken Secondary IV and V courses or examinations must be sent to the Ministère. These marks will be recorded on a statement of marks.

   Students in a lower grade than Secondary IV receive a statement of marks if their marks include ministry examination results. If the marks dispatched only include institutional marks, the statement of marks is issued on request.

2. All requests for missing marks or for any other change must be addressed to the person in charge of pedagogical evaluation at the educational institution.

3. Any request for missing marks sent directly by the student to the Ministère will be returned to the student.

4. Only requests for missing marks connected with Secondary IV and V uniform and local examinations should be sent to the Ministère.

5. The person in charge of the certification of studies at the educational institution should submit Form 16-7752-01, duly completed *(see Appendix 2, Number 3)*, to the person designated by the Direction de la sanction des études to serve the school board *(see section 3.15 of this manual)*.

6. The person in charge of certification at the educational institution must:

   a) ascertain that the student was indeed present at the examination session in question
   b) supply the code number of the examination, the mark given by the Ministère and/or the school mark, the quintile rank and the student-group number for each examination for which marks are missing
   c) justify lateness in sending a missing mark for a uniform examination (of more than three months after the examination was taken)

3.14 LIST OF SCHOOL BOARDS AND RESOURCE PERSONS AT THE DIRECTION DE LA SANCTION DES ÉTUDES FOR THE UPDATING OF STUDENT RECORDS

Marie Tavaras Fortin (418) 644-4201	Yves Paquet (418) 646-1980	Louise Cauchon (418) 646-1979
762 de Montréal	721 du Pays-des-Bleuets	689 du Littoral
785 de Lac-Abitibi	722 du Lac-Saint-Jean	711 des Monts-and-Marées
801 de la Baie-James	723 des Rives-du-Saguenay	712 des Phares
811 des Îles	724 De La Jonquière	713 du Fleuve-and-des-Lacs
812 des Chic-Chocs	741 du Chemin-du-Roy	714 de Kamouraska–Rivière-du-Loup
813 René-Lévesque	742 de l'Énergie	731 de Charlevoix
868 de la Vallée-des-Tisserands	751 des Hauts-Cantons	732 de la Capitale
869 des Trois-Lacs	752 de la Région-de-Sherbrooke	733 des Découvreurs
881 Central Québec	753 des Sommets	734 des Premières-Seigneuries
882 Eastern Shores	771 des Draveurs	735 de Portneuf
883 Eastern Townships	772 des Portages-de-l'Outaouais	759 Crie
884 Riverside	773 au Cœur-des-Vallées	761 de la Pointe-de-l'Île
885 Sir-Wilfrid-Laurier	774 des Hauts-Bois-de-l'Outaouais	763 Marguente-Bourgeoys
886 Western Québec	781 du Lac-Témiscamingue	769 Kativik
887 English-Montréal	782 de Rouyn-Noranda	821 de la Côte-du-Sud
888 Lester-B.-Pearson	783 Harricana	822 de L'Amiante
889 New Frontiers	784 de l'Or-and-des-Bois	823 de la Beauce-Etchemin
Private French and English schools	791 de l'Estuaire	824 des Navigateurs
	792 du Fer	831 de Laval
	793 de la Moyenne-Côte-Nord	841 des Affluents
	861 de Sorel-Tracy	842 des Samares
	863 des Hautes-Rivières	851 de la Seigneurie-des-Mille-Îles
	864 Marie-Victorin	852 de la Rivière-du-Nord
	865 des Patriotes	853 des Laurentides
	866 du Val-des-Cerfs	854 Pierre-Neveu
	867 des Grandes-Seigneuries	862 de Saint-Hyacinthe
	871 de la Riveraine	and private schools for First Nations
	872 des Bois-Francs	students
	873 des Chênes	

3.15 RETAKE OF AN EXAMINATION FOR CLOSURE OF RECORDS

Students who left school more than two years ago may retake a uniform examination outside the official timetable if a successful outcome will enable them to obtain a Secondary School Diploma. *(This requirement may not apply in certain special cases.)*

The person in charge of the certification of studies at the educational institution evaluates the student's record and administers the examination(s) using a question booklet from some prior year's examination. If necessary, an appropriate uniform examination question booklet may be obtained from the person in charge of the distribution of examinations at the Direction de la sanction des études (*see Appendix 1, Number 11*).

The person in charge corrects the examination, with the sole exception of the writing component of the *Français, langue maternelle* (129-510) examination, which is always corrected at the Ministère, and will use a form to report the candidate's new mark to the Direction de la sanction des études. The form entitled *Déclaration des effectifs scolaires (see Appendix 2, Number 7)* must also be included.

3.16 EQUIVALENCES FOR SCHOOLING

General Rules

1. No diploma may be awarded solely on the basis of equivalences.

2. No equivalences are granted for courses taken outside the Québec school system, except for studies in music *(see Chapter 6)*.

3. Equivalence credits may be granted if successfully completing an adult education course enables the student to obtain a Secondary School Diploma according to the education requirements of the youth sector before he or she is able to obtain a diploma granted according to the education requirements of the adult sector. However, courses completed in the adult education sector must be listed in the table of equivalences on the following pages.

   The code EQU is entered in the student's record, and the credits earned are granted with an indication of the year in which the student passed the course for which the equivalence is granted.

   Requests for equivalences should be addressed to the person responsible for equivalences (*see Appendix 1, Number 1*).

3.17 ADULT EDUCATION COURSES IN GENERAL EDUCATION TABLE OF EQUIVALENCES (SAGE TO SESAME)

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	**Credits**	**Youth Sector Equivalences**	**Credits**	**Adult Sector Courses**	**Credits**	**Youth Sector Equivalences**	**Credits**
FRA-5104-4[1] FRA-5105-4	4 4	132516 132416 and 132516	6 12	ENG-5130-3[1] ENG-5132-3	3 3	632516 632416 and 632516	6 12
FRA-5121-1 and FRA-5122-1 and FRA-5123-3 and FRA-5124-1	1 1 3 1	132516	6	ENG-5061-3 and ENG-5062-3	3 3	632516	6
FRA-5141-1 and FRA-5142-2 and FRA-5143-3	1 2 3	132516	6				
FRA-4061-3 and FRA-4062-3	3 3	132416	6	ENG-4061-3 and ENG-4062-3	3 3	632416	6
ANG-5048-6 ANG-5049-6 ANG-5056-6 ANG-5057-6 ANG-4036-6 ANG-4436-6	6 6 6 6 6 6	135454 135554 135454 135554 135454 135454	4 4 4 4 4 4	FRE-5070-6 FRE-5071-6 FRE-5068-6 FRE-5069-6 FRE-5091-6	6 6 6 6 6	635514 635514 635514 635514 635514	4 4 4 4 4
ANG-5054-6 ANG-5055-6 ANG-5554-6 ANG-5555-6	6 6 6 6	135554 135554 135554 135554	4 4 4 4				
MAT-4057-3 MAT-4052-3 MAT-4053-3 MAT-4054-3	3 3 3 3	065413 065423 065433 065443	3 3 3 3	MTH-4057-3 MTH-4052-3 MTH-4053-3 MTH-4054-3	3 3 3 3	565413 565423 565433 565443	3 3 3 3
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1	2 1 2 1	065413 and 065423	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1	2 1 2 1	565413 and 565423	6
MAT-4101-2 and MAT-4102-1 and MAT-4103-1 and MAT-4104-2	2 1 1 2	065416	6	MTH-4101-2 and MTH-4102-1 and MTH-4103-1 and MTH-4104-2	2 1 1 2	565416	6
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1 and MAT-4058-1 and MAT-4060-1 and MAT-4061-2	2 1 2 1 1 1 2	065426	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1 and MTH-4058-1 and MTH-4060-1 and MTH-4061-2	2 1 2 1 1 1 2	565426	6
MAT-4101-2 and MAT-4102-1 and MAT-4103-1 and MAT-4104-2 and MAT-4105-1 and MAT-4106-1 and MAT-4107-1 and MAT-4108-1 and MAT-4109-1	2 1 1 2 1 1 1 1 1	065426	6	MTH-4101-2 and MTH-4102-1 and MTH-4103-1 and MTH-4104-2 and MTH-4105-1 and MTH-4106-1 and MTH-4107-1 and MTH-4108-1 and MTH-4109-1	2 1 1 2 1 1 1 1 1	565426	6

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	**Credits**	**Youth Sector Equivalences**	**Credits**	**Adult Sector Courses**	**Credits**	**Youth Sector Equivalences**	**Credits**
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1 and MAT-4058-1 and MAT-4059-1 and MAT-4060-1 and MAT-4061-2	2 1 2 1 1 1 1 2	065436	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1 and MTH-4058-1 and MTH-4059-1 and MTH-4060-1 and MTH-4061-2	2 1 2 1 1 1 1 2	565436	6
MAT-4101-2 and MAT-4102-1 and MAT-4103-1 and MAT-4104-2 and MAT-4105-1 and MAT-4106-1 and MAT-4107-1 and MAT-4108-1 and MAT-4109-1 and MAT-4110-1 and MAT-4111-2	2 1 1 2 1 1 1 1 1 1 2	065436	6	MTH-4101-2 and MTH-4102-1 and MTH-4103-1 and MTH-4104-2 and MTH-4105-1 and MTH-4106-1 and MTH-4107-1 and MTH-4108-1 and MTH-4109-1 and MTH-4110-1 and MTH-4111-2	2 1 1 2 1 1 1 1 1 1 2	565436	6
MAT-5051-3 MAT-5052-3 MAT-5053-3 MAT-5054-3 MAT-5055-3	3 3 3 3 3	065513 065523 065533 065543 065553	3 3 3 3 3	MTH-5051-3 MTH-5052-3 MTH-5053-3 MTH-5054-3 MTH-5055-3	3 3 3 3 3	565513 565523 565533 565543 565553	3 3 3 3 3
MAT-5083-1 and MAT-5084-2 and MAT-5085-1	1 2 1	065514	4	MTH-5083-1 and MTH-5084-2 and MTH-5085-1	1 2 1	565514	4
MAT-5076-1 and MAT-5077-1 and MAT-5078-1 and MAT-5079-1 and MAT-5080-1 and MAT-5081-2 and MAT-5082-2	1 1 1 1 1 2 2	065513 065523	6	MTH-5076-1 MTH-5077-1 MTH-5078-1 MTH-5079-1 MTH-5080-1 MTH-5081-2 MTH-5082-2	1 1 1 1 1 2 2	565513 565523	6
MAT-5101-1 and MAT-5102-1 and MAT-5103-1 and MAT-5104-1	1 1 1 1	065514	4	MTH-5101-1 and MTH-5102-1 and MTH-5103-1 and MTH-5104-1	1 1 1 1	565514	4
MAT-5101-1 and MAT-5102-1 and MAT-5105-1 and MAT-5106-1 and MAT-5107-2 and MAT-5108-2 and MAT-5109-1	1 1 1 1 2 2 1	065526	6	MTH-5101-1 and MTH-5102-1 and MTH-5105-1 and MTH-5106-1 and MTH-5107-2 and MTH-5108-2 and MTH-5109-1	1 1 1 1 2 2 1	565526	6
MAT-5101-1 and MAT-5102-1 and MAT-5105-1 and MAT-5106-1 and MAT-5107-2 and MAT-5108-2 and MAT-5109-1 and MAT-5110-1 and MAT-5111-2	1 1 1 1 2 2 1 1 2	065536	6	MTH-5101-1 and MTH-5102-1 and MTH-5105-1 and MTH-5106-1 and MTH-5107-2 and MTH-5108-2 and MTH-5109-1 and MTH-5110-1 and MTH-5111-2	1 1 1 1 2 2 1 1 2	565536	6
CHI-4009-3 CHI-5023-3 CHI-5024-3 CHI-5025-3	3 3 3 3	051413 051513 051523 051533	3 3 3 3	CHE-4009-3 CHE-5023-3 CHE-5024-3 CHE-5025-3	3 3 3 3	551413 551513 551523 551533	3 3 3 3

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	**Credits**	**Youth Sector Equivalences**	**Credits**	**Adult Sector Courses**	**Credits**	**Youth Sector Equivalences**	**Credits**
CHI-5041-2[2] CHI-5042-2[2] CHI-5043-2[2]	2 2 2	051594 and 056542[1]	4 2	CHE-5041-2[2] CHE-5042-2[2] CHE-5043-2[2]	2 2 2	551594 and 556542[1]	4 2
PHY-4010-3 PHY-4011-3 PHY-5018-3 PHY-5019-3 PHY-5021-3 PHY-5034-3	3 3 3 3 3 3	054413 054423 054513 054523 054533 054543	3 3 3 3 3 3	PHS-4010-3 PHS-4011-3 PHS-5018-3 PHS-5019-3 PHS-5021-3 PHS-5034 3	3 3 3 3 3 3	554413 554423 554513 554523 554533 554543	3 3 3 3 3 3
PHY-5041-2[3] PHY-5042-2[3] PHY-5043-2[3]	2 2 2	054594 and 056542[1]	4 2	PHS-5041-2[3] PHS-5042-2[3] PHS-5043-2[3]	2 2 2	554594 and 556542[1]	4 2
SCP-4010-2 and SCP-4011-2 and SCP-4012-2	2 2 2	056496 and 056440	6	PSC-4010-2 and PSC-4011-2 and PSC-4012-2	2 2 2	556496 and 556440	6
HIS-4019-5[4]	5	085455	5	HST-4019-5[4]	5	585455	5
HIS-4016-2 and HIS-4017-2	2 2	085424	4	HST-4016-2 and HST-4017-2	2 2	585424	4
HIS-5034-6	6	085512 and 085522	4	HST-5034-6	6	585512 and 585522	4
HIS-5036-2[2] HIS-5038-2[2] HIS-5046-3	2 2 3	085512 085522 085512	2 2 2	HST-5036-2[2] HST-5038-2[2] HST-5046-3	2 2 3	585512 585522 585512	2 2 2
SCH-4022-2 and SCH-4023-2	2 2	085424	4	SST-4022-2 and SST-4023-2	2 2	585424	4
PER-5067-3 PER-5069-3 PER-5053-2 PER-5055-3 PER-5056-2 PER-5106-2 PER-4053-1	3 3 2 3 2 2 1	103553 103553 103542 103563 103552 103562 103441	3 3 2 3 2 2 1	PRS-5067-3 PRS-5069-3 PRS-5053-2 PRS-5055-3 PRS-5056-2 PRS-5106-2 PRS-4053-1	3 3 2 3 2 2 1	603543 603553 603542 603563 603552 603562 603441	3 3 2 3 2 2 1
MRE-4034-3 MRE-5042-2 MRE-5043-2 MRE-5044-2 MRE-5045-2 MRE-5046-2	3 2 2 2 2 2	075443 075552 075562 075572 075582 075592	3 2 2 2 2 2	MRI-4034-3 MRI-5045-2 MRI-5046-2	3 2 2	575443 575582 575592	3 2 2
GEO-5019-3 GEO-5020-3 GEO-5021-3 GEO-5022-3 GEO-5023-3 GEO-5024-3	3 3 3 3 3 3	094543 094553 094563 094573 094583 094593	3 3 3 3 3 3	GGR-5019-3 GGR-5020-3 GGR-5021-3 GGR-5022-3 GGR-5023-3 GGR-5024-3	3 3 3 3 3 3	594543 594553 594563 594573 594583 594593	3 3 3 3 3 3
INF-5055-3 INF-5056-1 INF-5057-1 INF-5058-1 INF-5059-1 INF-5060-1 INF-5061-2 INF-5062-2 INF-5063-2 INF-5064-2 INF-5065-2 INF-5066-2	3[1] 1 1 1 1 1 2 2 2 2 2 2	 110551 110552 110553 110554 	 1 2 3 4 	CMP-5055-3 CMP-5056-1 CMP-5057-1 CMP-5058-1 CMP-5059-1 CMP-5060-1 CMP-5061-2 CMP-5062-2 CMP-5063-2 CMP-5064-2 CMP-5065-2 CMP-5066-2	3[1] 1 1 1 1 1 2 2 2 2 2 2	 610551 610552 610553 610554 	 1 2 3 4

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	**Credits**	**Youth Sector Equivalences**	**Credits**	**Adult Sector Courses**	**Credits**	**Youth Sector Equivalences**	**Credits**
INF-5011-3	3[1]			CMP-5011-3	3[1]		
INF-5012-1	1			CMP-5012-1	1		
INF-5013-1	1						
INF-5014-1	1			CMP-5015-1	1		
INF-5015-1	1			CMP-5016-1	1		
INF-5016-1	1			CMP-5017-1	1		
INF-5017-1	1			CMP-5018-1	1		
INF-5018-1	1			CMP-5019-1	1	610551	1
INF-5019-1	1	110551	1	CMP-5020-2	2	610552	2
INF-5020-2	2	110552	2	CMP-5021-2	2	610553	3
INF-5021-2	2	110553	3	CMP-5022-1	1	610554	4
INF-5022-1	1	110554	4	CMP-5023-1	1		
INF-5023-1	1			CMP-5024-1	1		
INF-5024-1	1			CMP-5025-2	2		
INF-5025-2	2			CMP-5026-2	2		
INF-5026-2	2			CMP-5027-1	1		
INF-5027-1	1			CMP-5028-1	1		
INF-5028-1	1			CMP-5029-1	1		
INF-5029-1	1			CMP-5030-3	3		
INF-5030-3	3						

1. FRA-5104-4 and ENG-5130-3 are equivalent to Secondary V credits (132516 and 632516) if the student has already passed Secondary IV French and English Language Arts (130416 and 630416).
2. To fulfill the requirement for the history course in the youth sector, the adult student must have passed courses HIS-5036-2 and HIS-5038-2 or courses HST-5036-2 and HST-5038-2.
3. A maximum of 10 equivalent youth sector credits may be granted for personal computer courses successfully completely in the adult sector.
4. Only the Cree School Board is authorized to offer HIS-4019-5 and HST-4019-5.
5. Students who successfully completed the three chemistry courses and the three physics courses receive credits for course 056532 or 556532.

3.18 EQUIVALENCES FOR A LOWER GRADE LEVEL GRANTED UPON SUCCESSFUL COMPLETION OF A HIGHER-LEVEL COURSE

For students declared as Secondary V students, an equivalence for a lower grade level is automatically granted at each examination session upon successful completion of a higher level course.

For example, a student who passes the Secondary V English Language Arts course is automatically granted an equivalence for the Secondary IV English Language Arts course. The code EQU will appear in the student's record.

The tables on the following pages list all of the courses for which an equivalence may be granted.

SECONDARY V EXAMINATIONS		SECONDARY IV EXAMINATIONS	
Éducation physique	044512	Éducation physique	044412
Chimie 534 OR Physique 534	051584 054584	Sciences physiques	056486 and 056430
Mathématique 514	068514	Mathématique 416	068416
Mathématique 526	068526	Mathématique 426	068426
Mathématique 536	068536	Mathématique 436	068436
Éducation choix de carrière	106511	Éducation choix de carrière	106411
Formation personnelle et sociale	115551	Formation personnelle et sociale	115451
Inuktitut, langue maternelle	127546	Inuktitut, langue maternelle	127446
Naskapi, langue maternelle	129546	Naskapi, langue maternelle	129446
Français, langue d'enseignement	129536	Français, langue d'enseignement	128486
Cris, langue maternelle	133546	Cris, langue maternelle	133446
Anglais, langue seconde	156544	Anglais, langue seconde	156444
Physical Education	544512	Physical Education	544412
Chemistry 534 OR Physics 534	551584 554584	Physical Science	556486 and 556430
Mathematics 514	568514	Mathematics 416	568416
Mathematics 526	568526	Mathematics 426	568426
Mathematics 536	568536	Mathematics 436	568436
Career Choice Education	606511	Career Choice Education	606411
Personal and Social Education	615551	Personal and Social Education	615451
Inuktitut, Language of Instruction	627546	Inuktitut, Language of Instruction	627446
Naskapi, Language of Instruction	629546	Naskapi, Language of Instruction	629446
English Language Arts	630516	English Language Arts	630416
Cree, Language of Instruction	633546	Cree, Language of Instruction	633446
Français, langue seconde	636544	Français, langue seconde	634414

For the other optional programs (local or ministry), an equivalence for a lower grade level is granted upon successful completion of a higher level course, upon the request of the educational institution.

Chapter 4

CONVERSION AND MODERATION OF STUDENTS' RESULTS

4.1 PROCESSING OF RESULTS

For subjects involving a uniform examination, the final mark is generally based on the report card mark and the results on the uniform examination. For these subjects, the Ministère processes the marks statistically. It may **moderate** the results provided by the schools, and **convert** the results on the uniform examinations.

The sole objective of both procedures is to make evaluation **more equitable** for all students.

4.2 CONVERSION OF RESULTS

In order to avoid penalizing students under exceptional circumstances for which they are not responsible, the Ministère converts the results, which reduces the failure rate.

In statistics, conversion consists in establishing a pass mark that brings the failure rate to the generally observed level.

If, one semester, the unconverted raw scores indicate a failure rate that is much higher than the average rate from previous years, a raw mark reflecting what would be considered a more "normal" failure rate is calculated. For example, if 30 percent of students obtained a mark lower than 57 percent, this mark is converted to a pass mark of 60 percent. In other words, all students who obtained 57 percent before conversion will have a mark of 60 percent after conversion.

All other marks are converted upwards, taking into account their original distribution. Conversion has less of an effect on the marks of students who obtained either very high or very low marks; it has no effect on the marks of students who obtained 0 percent or 100 percent.

4.3 MODERATION OF SCHOOL MARKS

For subjects involving a uniform examination, the student's final mark may take into account takes into account both the result of the uniform examination and the marks obtained at the school itself. The school results may vary considerably from one school to another and from one class to another.

These differences may be explained in several ways. The degree of difficulty of the examinations is not identical in every school. Other factors may come into play, such as the fact that some groups of students are heterogeneous, while others, which are homogeneous, contain only good, average or weak students. In addition, some schools or school boards standardize their marks.

Owing to these factors, two groups of students in different classes, schools or regions may have identical results on the local examinations, and it may still be impossible to determine objectively whether or not the two groups are of equal strength. On the other hand, since the uniform examination is administered to all students enrolled in a given course, it is possible to obtain a fair indication of the relative performance of different groups of students. It is thus possible to use the results obtained on the uniform examinations to "moderate" the school marks, minimizing or eliminating the effect of the aforementioned local variables.

Moderation involves comparing the school marks obtained by each group of students (*usually about 30 students*) with the marks they obtained on the uniform examination. Through a statistical calculation, the school marks of each group are adjusted to correspond to the marks obtained by this group on the uniform examination. The calculation takes into account the two following factors: the average and the standard deviation (*the distribution of marks around the mean*).

For example, if, for one group, the average mark obtained on the uniform examination is higher than the average for school marks, the latter are raised so that the two averages are identical.

Similarly, if, for one group, the school marks are more widely distributed around the mean than the marks on the uniform examination, moderation will more greatly compress the marks around the average, so that the two standard deviations are identical. The *converted* marks on the uniform examination are used to moderate the school marks, if, in fact, the conversion procedure was performed.

Moderation may thus adjust the school marks upwards or downwards. However, this practice can never cause the failure of a student who would otherwise have obtained a passing mark at school (*before moderation*) and on the uniform examination. However, if the converted uniform examination mark is higher than the final mark after moderation, only the uniform examination mark is used to calculate the comprehensive mark.

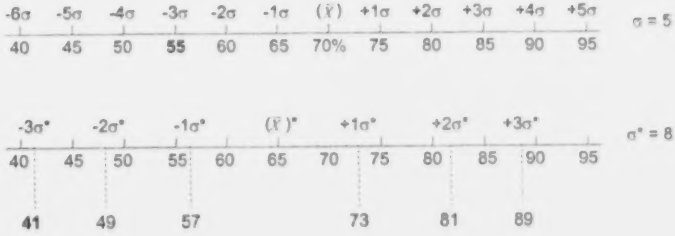
If the final result is 58 or 59 percent, it is adjusted upwards to 60 percent, and equals the moderated school mark and the converted mark on the uniform examination (*if it was necessary to use conversion*).

For example, the case of two students whose school mark was adjusted upwards and downwards is considered below:

Example 1: Paul's school mark for the current year was 55 percent, while the group average ($\bar{x}$) is 70 percent. The standard deviation is 5 (σ = 5).

On the uniform examination, Paul obtained 65 percent, the group average ($\bar{x}$) is also 65 percent and the standard deviation is 8 (σ = 8).

Illustration of Example 1:



Final mark = First, the moderated school mark (41) will be added to the converted Ministère mark (65), and this sum will be divided by 2 ($\frac{106}{2}$)= 53%. However, since the student obtained a mark of 65% on the uniform examination (thus, higher than the mark of 53%), the mark of 65% will be used as the final result.

(1) The student's school mark

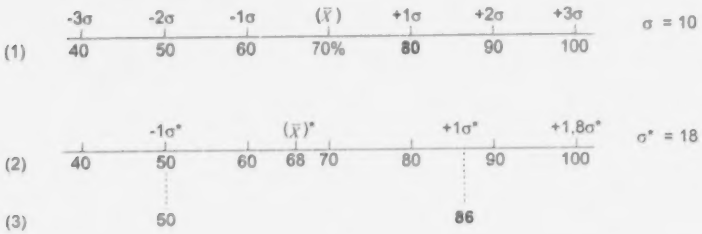
(2) The student's mark on the Ministère's uniform examination

(3) The school mark, after moderation

Example 2: Sonia's school mark for the current year is 80 percent, while the group average ($\bar{X}$) is 70 percent. The standard deviation is 10 ($\sigma = 10$).

On the uniform examination, Sonia obtained 73 percent, the group average ($\bar{X}$) is 68 percent with a standard deviation of 18 ($\sigma = 18$).

Illustration of Example 2:



Final mark = moderated school mark (86) + converted Ministère mark (73) = $\frac{159}{2}$ = 79.5 or 80%

(1) The student's school mark

(2) The student's mark on the Ministère's uniform examination

(3) The school mark, after moderation

Chapter 5

SUPPORT MEASURES AND EXEMPTION

5.1 RECOGNITION AND VALUE OF DIPLOMA

The Ministère, in its Policy on the Evaluation of Learning and its Policy on Special Education, recognizes that, for some students with specific needs, it may be necessary to adapt certain evaluation criteria to allow them to demonstrate their competencies. These students must demonstrate that they have attained the objectives set out in the general education programs of study. However, the special measures used to adapt the conditions for administering ministerial and local examinations required for the certification of studies must in no way lower the requirements or modify what is evaluated.

The diploma obtained by a student with specific needs is of the same nature and value as that obtained by any other student in Québec. The examinations and rules concerning the pass mark and the awarding of credits remain the same for all students.

5.2 ADAPTING THE CONDITIONS GOVERNING THE ADMINISTRATION OF MINISTRY EXAMINATIONS

With the introduction of new provisions to the *Education Act* governing the development, implementation and evaluation of the individualized education plan, we now have a tool that enables us to adapt educational services to students' specific needs.

The intervention plan can include means allowing students to understand instructions and questions and to give their answers. However, educational institutions must maintain standard requirements for issuing secondary school diplomas.

The school principal is authorized to introduce the following measures if they are included in a student's individualized education plan:

- extending the time allotted for the exam by up to one third of the time normally allowed
- adoption of specific measures: the attendant provides the assistance that the student requires according to his or her needs, but must not, for example, ask the student leading questions, explain the questions for clarification, supply suggestions or interpretations of any kind, correct mistakes in spelling or grammar, or make any change whatsoever to the student's answers
- allowing students to use a computer without a grammar corrector or speller, while respecting certain conditions limiting Internet access (for those exams where such access is permitted), prohibiting communication between the different work stations on a network, providing technical assistance before and during the exam session, ensuring that documents are saved several times throughout and that a final copy of the exam is printed out
- ensuring that the exam is held in a secure location and that the students are supervised
- allowing students to use various writing aids

- allowing students to give their answers using a tape recorder
- allowing students to use a reading aid such as a monitor, magnifying glass or inclined reading stand

The person responsible for the certification of studies at the school board or the private educational institution and the head of the Direction de la sanction des études must reach an agreement regarding any other special measures designed to allow students to demonstrate their learning or to give their answers. To request that such measures be applied, schools may use the form *Request to adapt the conditions governing the administration of ministerial examinations* (see Appendix 2, number 9).

In order to meet the needs of certain students, educational institutions may use one or more of the following measures:

- a recording of the examination
- a Braille translation of the examination
- a special printing of the question booklet (e.g. enlargement, reduction, colour)

To have a uniform examination transcribed into Braille, recorded on tape or CD or enlarged, the educational institution must submit a written request to this effect, along with contact information for the person who will receive the necessary material, to Claudie Lamoureux during the month of February (*see Appendix 1, Number 1*).

5.3 EXEMPTION FROM THE APPLICATION OF CERTAIN CERTIFICATION RULES

The *Education Act* provides that a school board may exempt a student from the application of a provision of the Basic school regulation for humanitarian reasons or to avoid serious harm to him or her.

Before exempting a student from taking a compulsory course which is a required credit course for the Secondary School Diploma program, the school board should have already set up the appropriate support measures and ascertained that the student is still not able to demonstrate adequate competency in this course. Moreover, the school board should consider the fact that an exemption from a course required to obtain a Secondary School Diploma poses a serious risk to the student's chances of having his or her studies certified, and may consequently cause serious harm to the student.

When a provision concerns a rule governing certification of studies, such as exemption from a Secondary IV or V course, the school board must obtain the authorization of the Minister of Education, Recreation and Sports.

A school board should not take advantage of the provisions set out under paragraph 2, section 222 of the *Education Act* for a student who needs special support services in the language of instruction, second language or mathematics program, since this situation is already governed by the specific regulations set out under paragraph 2, section 222.1 of the *Education Act*.

This second paragraph clearly states that an exemption from a subject for a student who needs special support services in the language of instruction, second language or mathematics program cannot be granted in respect of those programs. For example, a student who required support measures in English language arts or in mathematics would not be exempted, for humanitarian reasons or to avoid serious harm to the student, from following the compulsory français, langue seconde program.

Before a request for an exemption from certification rules can be addressed to the Direction de la sanction des études, a major impairment in a discipline must be observed and established based on an evaluation recognized by the educational institution. The institution must make sure that the student meets all the other requirements for obtaining a Secondary School Diploma. Furthermore, the institution must have established that the student is unable to achieve learning in the subject involved or obtain the pass mark despite the implementation of appropriate support measures provided for in his or her individualized education plan.

As students are promoted by subject, a request for exemption from the requirement to successfully complete a course must be submitted following the determination that a student is failing the subject in the fourth term of Secondary IV or after the Ministère's uniform examination for Secondary V.

When an exemption from the obligation to successfully complete a component is granted, the code XMT (*exemption*) will appear on the student's statement of marks for the component or subject involved, when the student has satisfied all the other requirements for obtaining a Secondary School Diploma. At the request of the educational institution, the exemption may be recorded on the statement of marks for the student enrolled in a vocational training program.

When, exceptionally, an exemption from taking a subject is granted, the code XMT (*exemption*) will appear on the student's statement of marks for this subject. This exemption is automatically renewed from one year to the next. Students may thus obtain four Secondary IV credits and four Secondary V credits.

Chapter 6

MUSIC

6.1 INTRODUCTION

All previously recognized private institutions supervising music studies have presented their music curriculum to the Ministère de l'Éducation, du Loisir et du Sport. This curriculum had to include:

- a syllabus of the essential topics covered (*rudiments and ear-training, theory, technique and instrumental repertoire, sight-reading*)
- the objectives and the content designed to prepare the student for postsecondary studies

For additional information concerning approval of a music program, contact the person responsible for the music program (*see Appendix 1, Number 1*).

6.2 TIME DEVOTED TO MUSIC STUDIES

The time spent on music studies may vary from one music institution to another. The real basis for the recognition of a curriculum is the accredited institution's assurance of the high calibre of the programs offered.

6.3 GRANTING OF CREDITS

- In most programs, students earn four credits for successfully completing the course.
- In cases where a compulsory ensemble music course is required above and beyond the basic instrumental training, one additional credit (*assigned a different course code*) will be granted to students who pass an examination in this course.

Those in-house programs of the Conservatoire de musique du Québec that are drawn up for the purpose of professional music training, and that prescribe a number of hours and level of performance beyond that required by other institutions, are not included in this new system of accreditation.

Students enrolled in a fine arts school that has entered into an agreement with the Conservatoire will obtain their credits through a local program worth five credits or more approved by the Ministère de l'Éducation, du Loisir et du Sport. Students registered at the Conservatoire itself but who attend a school that is not a fine arts school will have their music studies recognized and earn four credits through one of the Conservatoire's external music programs.

6.4 TRANSMISSION OF RESULTS

The private institution supervising music studies is to send the student's marks in writing either to the student or to the school attended. Thereafter, either the student or his or her parents must request that the school in which the student is enrolled enter the appropriate credits into the student's record.

The school then reports the marks earned in music studies to the Direction de la sanction des études using the special codes reserved for the use of each of the private institutions supervising music studies.

6.5 PRIVATE SCHOOLS WITH RECOGNIZED MUSIC CURRICULUM

Name of Private School	Instruments	Number of Credits	Course Code and Level
Académie de musique du Québec	Alto	4	167 104 1re sec.*
	Basson	4	167 204 2e sec.*
	Chant	4	167 304 3e sec.*
	Clarinette	4	167 404 4e sec.
	Contrebasse	4	167 504 5e sec.
	Cor	4	
	Flûte à bec	4	
	Flûte traversière	4	
	Guitare	4	
	Hautbois	4	
	Orgue	4	
	Piano	4	
	Saxophone	4	
	Trombone	4	
	Trompette	4	
	Tuba	4	
	Violon	4	
	Violoncelle	4	
Académie de musique de l'Université du Québec à Trois-Rivières	Chant	4	167 124 1re sec.*
	Flûte à bec	4	167 224 2e sec.*
	Flûte traversière	4	167 324 3e sec.*
	Guitare	4	167 424 4e sec.
	Piano	4	167 524 5e sec.
	Violon	4	
	Violoncelle	4	
Conservatoire de musique McGill	Basson	4	167 134 1re sec.*
	Chant	4	167 234 2e sec.*
	Clarinette	4	167 334 3e sec.*
	Cor		167 434 4e sec.
	Flûte traversière	4	167 534 5e sec.
	Guitare	4	
	Hautbois	4	
	Piano	4	
	Saxophone	4	
	Trombone	4	
	Trompette	4	
	Tuba	4	
	Violon	4	
	Violoncelle	4	

Name of Private School	Instruments	Number of Credits	Course Code and Level
Conservatoire de musique et d'art dramatique du Québec (*programmes externes*)	Alto	4	167 154 1re sec.*
	Basson	4	167 254 2e sec.*
	Clarinette	4	167 354 3e sec.*
	Clavecin	4	167 454 4e sec.
	Contrebasse	4	167 554 5e sec.
	Cor	4	
	Flûte traversière	4	
	Guitare	4	
	Hautbois	4	
	Orgue	4	
	Percussions	4	
	Piano	4	
	Saxophone	4	
	Trombone	4	
	Trompette	4	
	Tuba	4	
	Violon	4	
	Violoncelle	4	
École de musique Vincent-d'Indy	Flûte à bec	4	167 164 1re sec.*
	Flûte traversière	4	167 264 2e sec.*
	Guitare	4	167 364 3e sec.*
	Piano	4	167 464 4e sec.
	Violon	4	167 564 5e sec.
	Violoncelle	4	
École préparatoire de musique Anna-Marie Globenski de l'Université Laval	Alto	4	167 184 1re sec.*
	Chant	4	167 284 2e sec.*
	Clarinette	4	167 384 3e sec.*
	Flûte à bec	4	167 484 4e sec.
	Flûte traversière	4	167 584 5e sec.
	Guitare	4	
	Guitare populaire	4	
	Orgue	4	
	Piano	4	
	Piano jazz et populaire	4	
	Saxophone	4	
	Trompette	4	
	Violon	4	
	Violoncelle	4	
École préparatoire de musique de l'Université du Québec à Montréal	Alto	4	167 174 1re sec.*
	Basson	4	167 274 2e sec.*
	Chant	4	167 374 3e sec.*
	Clarinette	4	167 474 4e sec.
	Contrebasse	4	167 574 5e sec.
	Cor	4	
	Flûte à bec	4	
	Flûte traversière	4	
	Guitare	4	
	Hautbois	4	
	Percussions	4	
	Piano	4	
	Saxophone	4	
	Trombone	4	
	Trompette	4	
	Tuba	4	
	Violon	4	
	Violoncelle	4	

Name of Private School	Instruments	Number of Credits	Course Code and Level
École préparatoire de musique de l'Université de Sherbrooke	Alto	4	166 144 1re sec.*
	Basson	4	166 244 2e sec.*
	Clarinette	4	166 344 3e sec.*
	Contrebasse	4	166 444 4e sec.
	Cor	4	166 544 5e sec.
	Flûte traversière	4	
	Guitare	4	
	Hautbois	4	
	Percussions	4	
	Piano	4	
	Saxophone	4	
	Trombone	4	
	Trompette	4	
	Tuba	4	
	Violon	4	
	Violoncelle	4	
La Société de Guitare Claude McKinnon inc.	Guitare	4	167 194 1re sec.*
		4	167 294 2e sec.*
		4	167 394 3e sec.*
		4	167 494 4e sec.
		4	167 594 5e sec.
	Musique d'ensemble	1	167 191 1re sec.*
		1	167 291 2e sec.*
		1	167 391 3e sec.*
		1	167 491 4e sec.
		1	167 591 5e sec.
Les Petits Violons	Violon	4	166 154 1re sec.*
		4	166 254 2e sec.*
		4	166 354 3e sec.*
		4	166 454 4e sec.
		4	166 554 5e sec.
	Musique d'ensemble	1	166 151 1re sec.*
		1	166 251 2e sec.*
		1	166 351 3e sec.*
		1	166 451 4e sec.
		1	166 551 5e sec.
Royal Conservatory of Music of Toronto	Alto	4	166 164 1re sec.*
	Basson	4	166 264 2e sec.*
	Chant	4	166 364 3e sec.*
	Contrebasse	4	166 464 4e sec.
	Cor	4	166 564 5e sec.
	Flûte à bec	4	
	Flûte traversière	4	
	Guitare	4	
	Harpe	4	
	Hautbois	4	
	Orgue	4	
	Percussions	4	
	Piano	4	
	Saxophone	4	
	Trombone	4	
	Trompette	4	
	Tuba	4	
	Violon	4	
	Violoncelle	4	

Name of Private School	Instruments	Number of Credits	Course Code and Level
La Société musicale Claude Létourneau inc.	Violon	4	166 194 1re sec.*
		4	166 294 2e sec.*
		4	166 394 3e sec.*
		4	166 494 4e sec.
		4	166 594 5e sec.
	Musique d'ensemble	1	166 191 1re sec.*
		1	166 291 2e sec.*
		1	166 391 3e sec.*
		1	166 491 4e sec.
		1	166 591 5e sec.
La Société musicale Le Mouvement Vivaldi	Violon	4	166 184 1re sec.*
		4	166 284 2e sec.*
		4	166 384 3e sec.*
		4	166 484 4e sec.
			166 584 5e sec.

* Secondary I, II and III credits do not count toward a Secondary School Diploma

Chapter 7

LIFE SKILLS AND WORK SKILLS EDUCATION FOR YOUNG PEOPLE, ON-THE-JOB TRAINING IN A RECYCLING FACILITY

7.1 LIFE SKILLS AND WORK SKILLS EDUCATION FOR YOUNG PEOPLE

7.1.1 CLIENTELE

This program is intended for young people 16 years of age and over as of September 30 of the school year in which they start the program and who have not earned any Secondary II credits.

7.1.2 DURATION

The program lasts two years.

7.1.3 CHARACTERISTICS

The main characteristics of the program are the following:

- specific objectives are pursued in basic general education (local programs), work placements and life skills education
- the student acquires knowledge pertaining to the workplace
- the student is prepared for employment in unskilled occupations
- work-study program (three work placements in collaboration with businesses)

7.1.4 CERTIFICATION OF STUDIES

In accordance with section 33 of the *Basic school regulation for preschool, elementary and secondary education*:

... the Minister and the school board having jurisdiction over the student shall jointly award a Certificate in Life Skills and Work Skills Education (youth sector) to the student who has taken general education courses and who has successfully completed the practical training component of a life skills and work skills education program comprising 1 800 hours of instruction divided as follows:

EDUCATION	YEAR 1	YEAR 2
GENERAL EDUCATION	(Hours)	
Language of instruction	100	50
Mathematics	100	50
Second language	50	
Catholic religious and moral instruction, Protestant moral and religious education Or Moral education	50	50
Introduction to the world of work	50	50
Life skills	100	100
PRACTICAL TRAINING		
Work skills	200	450
UNAPPORTIONED TIME	250	150
TOTAL	900	900

7.2 ON-THE-JOB TRAINING IN A RECYCLING FACILITY

7.2.1 CLIENTELE

This program is offered in a recycling facility and is intended for young people aged 16 and over.

7.2.2 DURATION

The program lasts two years.

7.2.3 CHARACTERISTICS

The main characteristics of the program are the following:

- specific objectives are pursued in basic general education (local programs), work placements and life skills education
- the student is exposed to a real work situation
- tasks are specifically related to recycling operations
- both the recycling company and the school are involved in the practical component of the program; the emphasis is on learning to work as part of a group

7.2.4 CERTIFICATION OF STUDIES

Certification in on-the-job training in a recycling facility may be awarded jointly by the school board and the Minister to students who have successfully completed the On-the-Job Training in a Recycling Facility program.

However, school boards that wish to award a certificate in on-the-job training in a recycling facility to students who have successfully completed the program must first have obtained authorization from the Minister for this individualized learning path.

7.3 PROCEDURE FOR THE ISSUE OF A CERTIFICATE

Any application for the issue of a certificate in life skills and work skills education or for on-the-job training in a recycling facility must be submitted once the student has completed the program.

The educational institution must send an application to the department head of the Direction de la sanction des études *(see Appendix 1, Number 1)*. The application must contain the following information:

- the name of the school board
- the name and address of the contact person at the school board
- the name and code of the educational institution
- the list of students, and for each student:
  - last name
  - first name
  - permanent code

Upon receipt of this information, the Direction de la sanction des études issues the certificates and sends them to the contact person at the school board.

The school board fixes its seal on each certificate, the president of the school board signs the official documents, and the certificate is delivered to the student.

Chapter 8

REGISTRAR SERVICES

8.1 SECONDARY-LEVEL DIPLOMAS

The Secondary School Diploma (SSD) attests to the successful completion of a general education that includes language of instruction, second language and History of Québec and Canada courses.

The Diploma of Vocational Studies (DVS) attests to the successful completion of training that will enable the student to practise the trade indicated on the diploma.

The Attestation of Vocational Specialization (AVS) attests to the successful completion of training that allows a person who holds a DVS required as a prerequisite or who practises a trade or occupation related to the program of study to specialize or upgrade his or her skills in a given trade or occupation.

The Attestation of Vocational Education (AVE) attests to the successful completion of training that will enable the student to practise the semiskilled trade indicated on the attestation.

The certificate in life skills and work skills education (youth sector) attests to the taking of general education courses and the successful completion of the practical training component of a life skills and work skills education program.

The certificate in on-the-job training in a recycling facility attests to the successful completion of training that will enable a student to work in the recycling field.

8.2 REPRINTING OF OFFICIAL DOCUMENTS

8.2.1 REQUEST FOR DIPLOMAS OR STATEMENTS OF MARKS

Anyone who has obtained a diploma or statement of marks may receive a new copy of either of these documents by completing and signing form 16-7778 (*see Appendix 2, Number 8*), and sending it to the person responsible for registrar services in Québec City (*see Appendix 1, Number 1*).

Note: The educational institution attended by the student may issue a statement of marks or an attestation for studies which were not certified by the Ministère.

8.2.2 BRAILLE TRANSCRIPTION OF OFFICIAL DOCUMENTS

A student or the person in charge of certification of studies at the educational institution may request a braille transcription of a diploma or a statement of marks from the Direction de la sanction des études. A document attesting to the student's visual impairment must be submitted with the request.

8.2.3 TRANSLATION OF A STATEMENT OF MARKS

In accordance with its language policy, the Ministère de l'Éducation, du Loisir et du Sport issues a statement of marks in French for a student who has completed his or her education in a French-language school. A student who has attended an English-language school receives a bilingual statement of marks.

Students must assume responsibility for the English translation of statements of marks issued in French. When an official translation is required, students may contact the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ), at 1-800-265-4815.

8.2.4 OLD RECORDS

Most student records containing marks on the official examinations of the Département de l'Instruction publique (DIP) as far back as 1933 and marks on the Ministère de l'Éducation examinations from 1964 onward are available from the Direction de la sanction des études in Québec City where they are kept on:

- **paper**: from 1925 through 1932
- **microfilm**: from 1933 through 1965
- **computer**: from 1966 to the present

The Direction de la sanction des études keeps academic records on microfilm in the case of students whose studies **were certified by official DIP or ministry examinations** for the following grades and time periods:

- **6th grade**	June 1933 through June 1938
- **7th grade**	June 1939 through June 1963
- **8th grade**	June 1933 through June 1938
- **9th grade**	June 1939 through June 1965
- **10th grade**	June 1940 through June 1965
- **11th grade**	June 1940 through June 1970
- **12th grade**	June 1940 through June 1970
- **Secondary IV**	June 1971 to the present
- **Secondary V**	June 1971 to the present
- **12th grade CPES**	June 1969 (preparatory courses for higher education)
- **Institut familial II**	June 1939 through June 1964
- **Institut familial III and IV**	June 1939 through June 1968
- **Écoles d'arts et métiers** (certificate)	June 1957 through June 1969

Regarding the school files of the Protestant Anglophone students for 1898 to 1925, they are kept at the Archives Nationales de Québec.

8.2.5 CERTIFICATES FROM THE ÉCOLES D'ARTS ET MÉTIERS

The Ministère does not have the marks for students who attended the "écoles d'arts et métiers." However, it does have a number of lists (*by year and school*) of students who earned a certificate of studies in a vocational training program from June 1957 to June 1969. It is possible to provide duplicates of these certificates, upon request.

When a student's name is not on one of the lists available from the Ministère and the student needs a transcript of marks, he or she must contact the educational institution in whose archives these records are stored (*e.g. school, school board, CEGEP*).

8.2.6 GRADE 10, 11 AND 12 DIPLOMAS

A Grade 10 diploma issued between 1939 and 1965 is considered to be equivalent to a present-day Secondary IV education.

A Grade 11 or Grade 12 diploma issued between 1939 and 1970 is considered to be equivalent to a present-day Secondary V education.

Secondary IV diplomas issued in 1971 and 1972 may be equivalent to Secondary V diplomas if the person successfully completed Grade 7.

Persons who return to secondary school and who hold a Grade 10 diploma will be granted Secondary IV credits and those who hold a Grade 11 or Grade 12 diploma will be granted Secondary V credits.

8.2.7 CLOSING OF PRIVATE EDUCATIONAL INSTITUTIONS

In accordance with the *Archives Act*, the Direction de la sanction des études keeps the last school report issued by the following educational institutions:

- École Saint-Michaël (Canadian Forces Base Saint-Hubert)
- Canadian Forces Base Lahr (Germany)

Students may obtain a copy of their school report from the person in charge of registrar services in Québec City (*see Appendix 1, Number 1*).

The École des Ursulines keeps the records of its former students.

8.2.8 COUNTERFEIT DIPLOMAS AND STATEMENTS OF MARKS

Any person or institution with reason to doubt the authenticity of a diploma or statement of marks from the Ministère may:

- require that the person produce the original of the document in question
- send the copies in question for verification to the person in charge of registrar services at the Direction de la sanction des études (*see Appendix 1, Number 1*)

8.3 QUÉBEC-FRANCE EQUIVALENCES FOR SCHOOLING

The following comparative table is presented as a guideline and may be used to place students who attended school in the French school system.

Educational institutions are ultimately responsible for evaluating the records of incoming students and placing them at the appropriate level.

Québec	France
Preschool	Maternelle
Elementary 1	Cours préparatoire
Elementary 2	Cours élémentaire 1re année
Elementary 3	Cours élémentaire 2e année
Elementary 4	Cours moyen 1re année
Elementary 5	Cours moyen 2e année
Elementary 6	
Secondary I	Classe de 6e
Secondary II	Classe de 5e
Secondary III	Classe de 4e
Secondary IV	Classe de 3e
Secondary V	Classe de 2e
College I	Classe de 1re
College II	Classe terminale

8.4 COLLÈGE STANISLAS AND COLLÈGE MARIE DE FRANCE

Students graduating from either of the above secondary-level institutions obtain a French diploma.

However, students who leave one of these institutions and transfer to a private or public educational institution in Québec must pass the Secondary IV and V local and uniform examinations. The only credits recognized, upon request, for certification purposes toward the Secondary School Diploma are those earned in History of Québec and Canada. The request must be sent to the head of the Direction de la sanction des études (*see Appendix 1, Number 1*).

The Direction de la sanction des études will issue a letter to students who successfully complete the equivalent of Secondary V (classe de 2e), after the academic year 1999-2000, at Stanislas or Marie de France in order to facilitate their admission to college.

8.5 EDUCATION IN CANADA (ELEMENTARY-SECONDARY)[1]

	ELEMENTARY							SECONDARY					
Québec	P	P	1*	2	3	4	5	6	1	2	3	4	5	
Alberta		P	1*	2	3	4	5	6	**7**	**8**	**9**	10	11	12
British Columbia			1*	2	3	4	5	6	7	**8**	**9**	10	11	12
Manitoba	P	P	1*	2	3	4	5	6	7	8	**9**	10	11	12
New Brunswick		P	1*	2	3	4	5	6	**7**	**8**	**9**	10	11	12
Newfoundland		P	1*	2	3	4	5	6	**7**	**8**	**9**	10	11	12
Northwest Territories		P	1*	2	3	4	5	6	**7**	**8**	**9**	10	11	12
Nova Scotia		P	1*	2	3	4	5	6	**7**	**8**	**9**	10	11	12
Ontario	P	P	1*	2	3	4	5	6	7	8	**9**	10	11	12
Prince Edward Island			1*	2	3	4	5	6	**7**	**8**	**9**	10	11	12
Saskatchewan		P	1*	2	3	4	5	**6**	**7**	**8**	**9**	10	11	12
Yukon		P	1*	2	3	4	5	6	**7**	**8**	**9**	10	11	12

* = 6 years of age
P = Preschool (kindergarten, etc.)
Figures in bold = (junior high school/middle school)

1. Excerpt from *A Statistical Portrait of Elementary and Secondary Education in Canada*, Statistics Canada, Catalogue 81-528-XPB

Appendix 1

LIST OF PERSONS IN CHARGE

LIST OF PERSONS IN CHARGE OF ACTIVITIES

1) **DIRECTOR**

Jacques Tardif
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8

Tel: (418) 643-1761
Fax: (418) 644-6909

2) **DEPARTMENT HEAD**

Jean-Guy Hamel
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8

Tel: (418) 646-1967
Fax: (418) 644-6909

3) **COURSE CODES**

Marie Fluet p.i.
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8

Tel: (418) 646-0323
Fax : (418) 644-6909

4) **COORDINATOR, GENERAL EDUCATION, YOUTH SECTOR**

Claudie Lamoureux
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8

Tel: (418) 643-9792
Fax: (418) 644-6909

5) DISTRIBUTION OF EXAMINATIONS

Sylvie Fortier
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8

Tel: (418) 643-3482
Fax: (418) 644-6909

6) EQUIVALENCES

Louise Cauchon
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8

Tel: (418) 646-1979
Fax: (418) 644-6909

7) DATA COLLECTION

Joane Allard
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8

Tel: (418) 644-9829
Fax: (418) 644-6909

8) MUSIC PROGRAM

Georges Bouchard
Direction générale de la formation des jeunes
Ministère de l'Éducation, du Loisir et du Sport
1035, rue De La Chevrotière, 17e étage
Québec (Québec) G1R 5A5

Tel: (418) 643-4595
Fax: (418) 643-0056

9) **REGISTRAR SERVICES**

Nicole Giguère
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8

Tel: (418) 646-0286
Fax: (418) 644-6909

LIST OF PERSONS IN CHARGE OF CERTIFICATION OF STUDIES AT THE REGIONAL OFFICES

REGION	NAME	ADDRESS
01	Roger Francoeur	Direction régionale du Bas-Saint-Laurent et de la Gaspésie-Îles-de-la-Madeleine 355, boulevard Saint-Germain Ouest, 2e étage Rimouski (Québec) G5L 3N2 Telephone: (418) 727-3601
02	Mireille Archambault	Direction régionale du Saguenay – Lac-Saint-Jean 3950, boulevard Harvey, 2e étage Jonquière (Québec) G7X 8L6 Telephone: (418) 695-8855
03	Francine Bédard Hô	Direction régionale de la Capitale-Nationale et de la Chaudière-Appalaches 1020, route de l'Église, 3e étage Sainte-Foy (Québec) G1V 3V9 Telephone: (418) 643-8961
04	Nancy Bastien	Direction régionale de la Mauricie et du Centre-du-Québec 100, rue Laviolette, 2e étage Trois-Rivières (Québec) G9A 5S9 Telephone: (819) 371-6717
05	Micheline Hudon	Direction régionale de l'Estrie 200, rue Belvédère Nord, local 3.05 Sherbrooke (Québec) J1H 4A9 Telephone: (819) 820-3334
06.1	Jean-Marie L'Heureux	Direction régionale de Laval, des Laurentides et de Lanaudière 300, rue Sicard, 2e étage, bureau 200 Sainte-Thérèse (Québec) J7E 3X5 Telephone: (450) 430-1735
06.2	Hugo Clermont	Direction régionale de la Montérégie 201, Place Charles-Lemoyne, 6e étage Longueuil (Québec) J4K 2T5 Telephone: (450) 928-5029
06.3	Lucie Beauregard	Direction régionale de Montréal 600, rue Fullum, 10e étage Montréal (Québec) H2K 4L1 Telephone: (514) 864-8472
07	Bérangère Gagné	Direction régionale de l'Outaouais 170, rue de l'Hôtel de Ville, 4e étage Hull (Québec) J8X 4C2 Telephone: (819) 772-3482
08	Johanne Boivin	Direction régionale de l'Abitibi-Témiscamingue et du Nord-du-Québec 215, boulevard Rideau Rouyn-Noranda (Québec) J9X 5Y6 Telephone: (819) 763-3007
09	Suzanne Côté	Direction régionale de la Côte-Nord 106, rue Napoléon, bureau 201 Sept-Îles (Québec) G4R 3L7 Telephone: (418) 964-8420

Appendix 2

FORMS

LIST OF FORMS

Number 1: Code Request for a Local Program of Four Credits or Less

Number 2: Information on the Person in Charge of Certification of Studies at an Authorized Educational Institution

Number 3: Results on Uniform Examinations and Local Examinations (16-7752-01)

Number 4: Request for Equivalences (16-7766)

Number 5: Authorized Absence from Uniform Examinations, Request for Equivalences (16-7768)

Number 6: Request for Recorrection of a Uniform Examination (16-7764)

Number 7: Déclaration de l'effectif scolaire (46-3591)

Number 8: Request for a Statement of Marks, a Statement of Competencies or a Diploma Secondary School – Youth Sector (16-7778)

Number 9: Request for Adaptation of the Conditions for Administering Ministerial Examinations

Éducation, Loisir et Sport
Québec

CODE REQUEST

FOR A LOCAL PROGRAM

OF FOUR CREDITS OR LESS

School Board or Institution

School Board or Institution Code

File Coordinator

Telephone

Signature

Date

Please return this request to the person in charge of course codes
at the Direction de la sanction des études *(see Appendix 1, Number 1)*.

FIELD OF STUDY: ARTS ☐ **SUBJECT:** _____

PERSONAL DEVELOPMENT ☐

LANGUAGES ☐

MATHEMATICS ☐

SCIENCE AND TECHNOLOGY ☐

SOCIAL SCIENCES ☐

LEVEL OF EDUCATION: ELEMENTARY ☐ **SECTOR:** ENGLISH ☐

SECONDARY ☐ FRENCH ☐

CYCLE: 1 ☐ **GRADE:** 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

2 ☐

3 ☐

NUMBER OF HOURS/YEAR: ☐☐☐ **START OF IMPLEMENTATION (YEAR):** ☐☐☐

CODE: ☐☐☐ ☐☐☐ **NUMBER OF CREDITS:** _____

(reserved for Ministère use)

TITLE: _____

_____

BRIEF DESCRIPTION: _____

_____

_____

_____

_____

_____

The code will be given by the Direction de la sanction des études.

Éducation, Loisir et Sport
Québec

DELEGATION OF PERSON IN CHARGE

INFORMATION ON THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT AN AUTHORIZED EDUCATIONAL INSTITUTION

NAME OF EDUCATIONAL INSTITUTION _____

NAME OF EDUCATIONAL INSTITUTION _____

PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES

General education (youth sector) ☐ General education (adult sector) ☐ Vocational training ☐

NAME	
ADRESS	
TELEPHONE	
FAX	
E-MAIL	

_____ _____
Person in charge of certification Date

_____ _____
Director General Date

Please return this form:

Madame Sylvie Fortier
Ministère de l'Éducation,
du Loisir et du Sport
Direction de la sanction des études
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8
Telephone: (418) 643-3482
Fax: (418) 644-6909

Note: Fill out one form per person in charge.

Éducation, Loisir et Sport
Québec

RESULTS ON UNIFORM EXAMINATION AND LOCAL EXAMINATIONS

TX	INSTITUTION	SCHOOL	YEAR	SESSION	EXAMINATION CODE	STUDENT GROUP
5 9						
1 2	3 5	6 8	9 10	11	12 17	18 19

(School where student took examination)

1- January
2- June
3- August

Title of Examination

EDUCATIONAL INSTITUTION (attended by student)		STUDENT PERMANENT CODE	SCHOOL MARK		MARK ON UNIFORM EXAMINATION		
			PROCESSING CODE	RESULT (OUT OF 100)	R/S	PROCESSING CODE	RESULT (OUT OF 100)
20 22	23 25	26 37	38	39 41	42	43	44 46
20 22	23 25	26 37	38	39 41	42	43	44 46
20 22	23 25	26 37	38	39 41	42	43	44 46

COMMENTS:

INSTRUCTIONS ON REVERSE SIDE

SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE INSTITUTION

NAME OF INSTITUTION: _____ TELEPHONE: (____)_____

FAX: (____)_____

SIGNATURE: _____ DATE: _____

_____

Name (Please print)

Direction de la sanction des études

SESAME 16-7752-01

INSTRUCTIONS

PURPOSE OF FORM

This form is used to send the Ministère either the school mark for a student for whom a pre-identified form has not been prepared or the results on uniform examinations differing from those administered to the students as a whole for a given examination session. In the latter case, however, a prior agreement must be concluded between the institution and the Direction de la sanction des études.

This form is also used to transmit student results for examinations retaken during the month of August.

GENERAL COMMENTS

- Write the group number in boxes 18 and 19 of the form. If this form is used to transmit the school mark for a uniform examination, the group number recorded must be the same as that indicated on the answer sheet.
- The result must be recorded using the three boxes provided. For example, to record a mark of 8, complete the boxes as followed:

0	0	8

The following may also be recorded:

E	Q	U	(equivalence)	S	U	C	(pass)	E	C	H	(failure)

PROCESSING CODE

School Mark

- Do not record the processing code the first time data is transmitted for a given session (June, August or January).
- Write codes A, B, R or T to indicate the following:

A	REPLACE the school mark with a new mark
B	CANCEL the school mark
R	DO NOT WAIT for the student's school mark
T	RECORD that a student was absent from a local examination

Mark on Uniform Examination

- Do not record the processing code the first time data is transmitted for a given session (June, August or January).
- Write codes A, B, C, D, R or T to indicate the following:

A	REPLACE the mark on the uniform examination with a new mark
B	CANCEL the mark for the uniform examination
C	RECORD the mark on the uniform examination that the school sends for the first time, but do not convert this mark (this code may be used only after an agreement has been reached with the DSE)
D	REPLACE the mark on the uniform examination with a new mark, but do not convert this mark (this code may be used only after an agreement has been reached with the DSE)
R	DO NOT WAIT for the student's mark on the uniform examination
T	RECORD that a student was absent from a uniform examination

SESAME 16-7752-01

Éducation, Loisir et Sport
Québec

REQUEST FOR EQUIVALENCES

STUDENT

NAME _____

PRESENT ADDRESS _____

_____

_____

POSTAL CODE ☐☐☐ ☐☐☐

TELEPHONE ☐☐☐ ☐☐☐ - ☐☐☐☐

PERMANENT CODE ☐☐☐☐ ☐☐☐☐ ☐☐☐

SCHOOL

NAME _____

ADDRESS

_____

POSTAL CODE ☐☐☐ ☐☐☐

Telephone ☐☐☐ ☐☐☐ - ☐☐☐☐

FAX ☐☐☐ ☐☐☐ - ☐☐☐☐

EQUIVALENCES REQUESTED

CODES		TITLE

SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES

_____ DATE _____

Please return this form to M^me^ Louise Cauchon - Direction de la sanction des études Fax: 418-644-6909

Form 16-7766

Éducation, Loisir et Sport
Québec

AUTHORIZED ABSENCE FROM UNIFORM EXAMINATIONS REQUEST FOR EQUIVALENCES

SESSION _____

STUDENT

NAME _____

ADDRESS _____

POSTAL CODE ☐☐☐ ☐☐☐

PERMANENT CODE ☐☐☐☐ ☐☐☐☐☐ ☐☐

TELEPHONE ☐☐☐ ☐☐☐ ☐☐☐☐

EDUCATIONAL INSTITUTION

NAME _____

INSTITUTION CODE ☐☐☐ ☐☐☐

ABSENCE

REASON: Illness or accident ☐ Court summons ☐

Death of a relative ☐ Participation in an event ☐

Supporting documents enclosed ☐

Most recent school report enclosed ☐

TELEPHONE ☐☐☐ ☐☐☐ ☐☐☐☐

EXAMINATION

TITLE	EXAMINATION CODE		GROUP NUMBER	SCHOOL MARK	GROUP AVERAGE

SIGNATURE

SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE INSTITUTION

_____ DATE _____

Form 16-7768

EQUIVALENCES FOR AUTHORIZED ABSENCES

The Ministère grants equivalences for authorized absences from uniform examinations administered for the purposes of obtaining a Secondary School Diploma.

LIMIT

A maximum of 16 credits at the secondary level may be granted to students subject to the transitional certification system and the new certification system.

ELIGIBLE STUDENTS

Students must be registered for the examination and have taken the course corresponding to the examination, in conformity with the school board's regulations:

- during the entire year for absences in the JUNE examination session
- during the summer session for absences in the AUGUST examination session
- during the first term for absences in the JANUARY examination session

EQUIVALENCE GRANTED

An equivalence for an authorized absence is granted only if the moderated school mark is equal to or higher than the pass mark. When an examination consists of several components, an equivalence is granted for a component if the result is equal to or higher than 60%; with the exception of the Secondary V French, language of instruction.

All requests for an equivalence for an authorized absence must be sent to the Ministère by the educational institution within two months after the examination session.

ACCEPTABLE REASONS

Absence from a uniform examination may be authorized for the following reasons only:

- serious illness or accident confirmed by a medical certificate
- death of a close relative
- court summons
- participation in an important event, for which the department head of the Direction de la sanction des études has given its approval beforehand

A copy of the certificates or supporting documents is sent to the Direction de la sanction des études and the original is kept by the educational institution.

PROCEDURE

All requests for equivalences for authorized absences must be submitted to the educational institution using form 16-7768; the request must be accompanied by a copy of the student's most recent school report and supporting documents.

Requests received at the Ministère during August will be processed for the September publication of marks.

PLEASE RETURN THIS FORM TO:

Madame Claudie Lamoureux
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8
Telephone: (418) 643-9792
Fax: (418) 644-6909

Éducation, Loisir et Sport
Québec

REQUEST FOR RECORRECTION OF A UNIFORM EXAMINATION

STUDENT

NAME _____

ADDRESS _____

POSTAL CODE ☐☐☐ ☐☐☐

PERMANENT CODE

☐☐☐☐ ☐☐☐☐☐☐ ☐☐ TELEPHONE ☐☐☐ ☐☐☐ ☐☐☐☐

STUDENT'S SIGNATURE _____

EDUCATIONAL INSTITUTION

SCHOOL WHERE STUDENT TOOK EXAMINATION

NAME _____

ADDRESS _____

POSTAL CODE ☐☐☐ ☐☐☐

SCHOOL BOARD _____

INSTITUTION CODE ☐☐☐ ☐☐☐

EXAMINATION

TITLE OF EXAMINATION _____

EXAMINATION CODE ☐☐☐ ☐☐☐

GROUP NUMBER ☐☐

SCHOOL MARK ☐☐☐

SESSION _____

SIGNATURE

SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE EDUCATIONAL INSTITUTION

_____ DATE _____

Form 16-7764

INSTRUCTIONS

Anyone asking to have an examination corrected again by the Ministère must provide all the information requested and meet the following conditions:

1. The request must be sent to the Ministère by the **educational institution.**

2. The following must be enclosed with Form 16-7764:

   - a photocopy of the student's official statement of marks
   - the student's copy of the free-response examination, if applicable
   - $10.00 (includes GST) for each individual request; this amount will not be reimbursed even if the mark does not change. The amount is payable by cheque or money order to the Minister of Finance.

3. A separate form 16-7764 must be used for each examination to be recorrected.

PLEASE RETURN THIS FORM TO:

Marcel Tanguay
Centre de collecte des données
Direction de la sanction des études
Ministère de l'Éducation, du Loisir et du Sport
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e etage
Québec (Québec) G1R 6C8

Telephone: (418) 646-1582
Fax: (418) 644-6909

Éducation, Loisir et Sport
Québec

REQUEST FOR A STATEMENT OF MARKS, A STATEMENT OF COMPETENCIES OF A DIPLOMA
SECONDARY SCHOOL – YOUTH SECTOR

STUDENT INFORMATION

Last name at birth _____ First name _____

Full name of father _____ Full name of mother _____

Permanent code (if known) _____ Date of birth: Year _____ Month _____ Day _____ Sex _____

Present address _____

Postal code _____ Telephone _____

RECIPIENT OF DOCUMENT(S)

Name _____

Address _____

Postal code _____ Telephone _____

Name of recipient _____

DOCUMENT(S)

		Grade*	Year (June)				Trade (if applicable)
Statement of marks	☐			Public school ☐	Private school ☐		
Statement of competencies	☐						
Diploma	☐						

Name of school _____

Municipality _____

		Class*	Year (June)				Trade (if applicable)
Statement of marks	☐			Public school ☐	Private school ☐		
Statement of competencies	☐						
Diploma	☐						

Name of school _____

Municipality _____

* Grades 7, 8, 9, 10, 11, 12, CPES, EPSC, Sec. IV, Sec. V, SSVC, SSVD, DVS

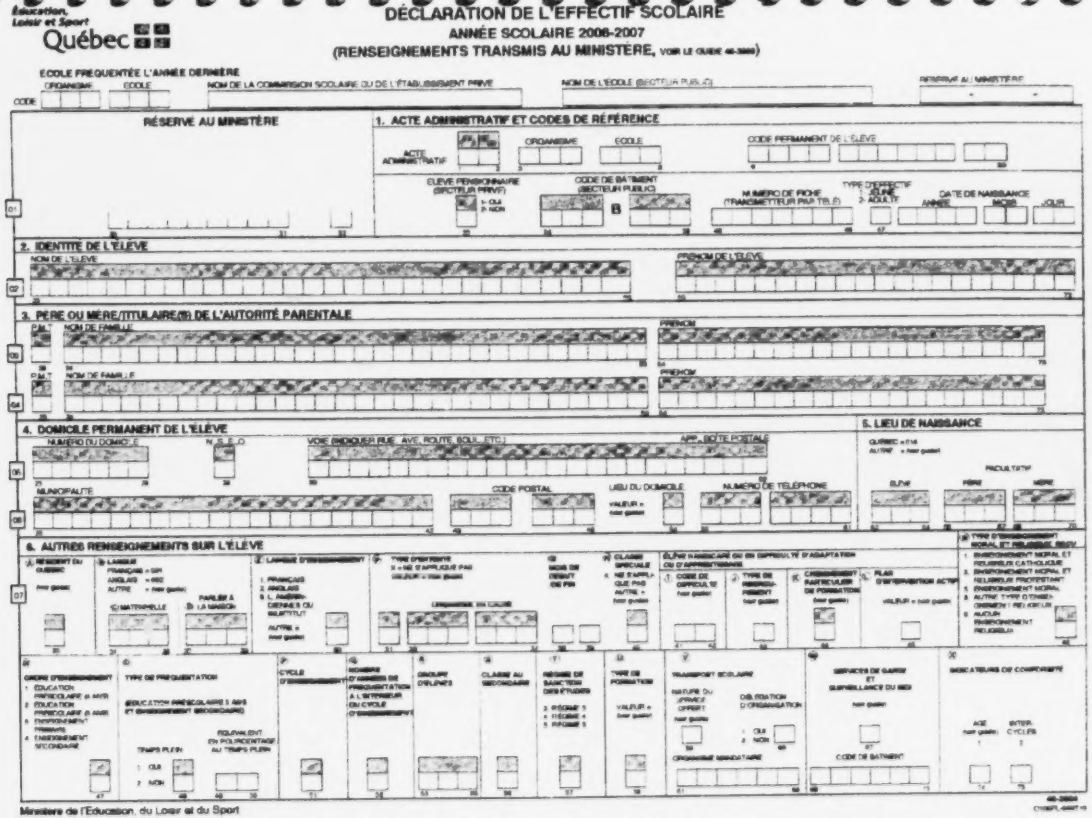
SIGNATURE AND AUTHORIZATION

Signature of the student or authorized person making the request _____ Date _____

☐ I hereby authorize the Ministère de l'Éducation, du Loisir et du Sport to use this information for a survey on the quality of services offered.

The Direction de la sanction des études keeps the files of students whose studies are certified by the Département de l'instruction publique or the Ministère de l'Éducation, du Loisir et du Sport. Please return this form to Nicole Giguère, DSE – 675, boulevard René-Lévesque Est, Aile René-Lévesque, 4e étage, Québec (Québec) G1R 6C8 — Fax: (418) 644-6909 — Telephone: (418) 643-1751.

16-7778


Éducation, Loisir et Sport
Québec

DÉCLARATION DE L'EFFECTIF SCOLAIRE

ANNÉE SCOLAIRE 2006-2007

(RENSEIGNEMENTS TRANSMIS AU MINISTÈRE, VOIR LE GUIDE 40-3006)

ÉCOLE FRÉQUENTÉE L'ANNÉE DERNIÈRE — ORGANISME — ÉCOLE — NOM DE LA COMMISSION SCOLAIRE OU DE L'ÉTABLISSEMENT PRIVÉ — NOM DE L'ÉCOLE (SECTEUR PUBLIC) — RÉSERVÉ AU MINISTÈRE

CODE

RÉSERVÉ AU MINISTÈRE

1. ACTE ADMINISTRATIF ET CODES DE RÉFÉRENCE

ACTE ADMINISTRATIF — ORGANISME — ÉCOLE — CODE PERMANENT DE L'ÉLÈVE

ÉLÈVE PENSIONNAIRE (SECTEUR PRIVÉ) 1- OUI 2- NON — CODE DE BÂTIMENT (SECTEUR PUBLIC) — NUMÉRO DE FICHE (TRANSMETTEUR PAR TÉLÉ) — TYPE D'EFFECTIF 1- RÉG. 2- ADULTE — DATE DE NAISSANCE ANNÉE MOIS JOUR

2. IDENTITÉ DE L'ÉLÈVE

NOM DE L'ÉLÈVE — PRÉNOM DE L'ÉLÈVE

3. PÈRE OU MÈRE/TITULAIRE(S) DE L'AUTORITÉ PARENTALE

P.M.T. NOM DE FAMILLE — PRÉNOM

P.M.T. NOM DE FAMILLE — PRÉNOM

4. DOMICILE PERMANENT DE L'ÉLÈVE

NUMÉRO DU DOMICILE — N.S.E.D. — VOIE (INDIQUER RUE, AVE, ROUTE, BOUL., ETC.) — APP., BOÎTE POSTALE

MUNICIPALITÉ — CODE POSTAL — LIEU DU DOMICILE VALEUR = non gratuit — NUMÉRO DE TÉLÉPHONE

5. LIEU DE NAISSANCE

QUÉBEC = 616 AUTRE = non gratuit — FACULTATIF ÉLÈVE MÈRE MÈRE

6. AUTRES RENSEIGNEMENTS SUR L'ÉLÈVE

a) RÉSIDENT DU QUÉBEC non gratuit

b) LANGUE FRANÇAIS = 001 ANGLAIS = 002 AUTRE = non gratuit — c) MATERNELLE — d) PARLER À LA MAISON

e) LANGUE D'ENSEIGNEMENT 1. FRANÇAIS 2. ANGLAIS 3. L'ANGLAIS DEPUIS LA 6E ANNÉE OU PLUS AUTRE = non gratuit

f) TYPE D'ENTRÉE X = NE S'APPLIQUE PAS VALEUR = non gratuit — L'ANNÉE — LE MOIS

g) MOIS DE DÉBUT DE FIN

h) CLASSE SPÉCIALE 4. NE S'APPLIQUE PAS AUTRE = non gratuit

ÉLÈVE HANDICAPÉ OU EN DIFFICULTÉ D'ADAPTATION OU D'APPRENTISSAGE

i) CODE DE CATÉGORIE non gratuit — j) TYPE DE RENSEIGNEMENT non gratuit — k) CHEMINEMENT PARTICULIER DE FORMATION non gratuit — l) PLAN D'INTERVENTION ACTIF VALEUR = non gratuit

m) TYPE D'ENSEIGNEMENT MORAL ET RELIGIEUX REÇU 1. ENSEIGNEMENT MORAL ET RELIGIEUX CATHOLIQUE 2. ENSEIGNEMENT MORAL ET RELIGIEUX PROTESTANT 3. ENSEIGNEMENT MORAL 4. AUTRE TYPE D'ENSEIGNEMENT MORAL ET RELIGIEUX REÇU 0. AUCUN ENSEIGNEMENT RELIGIEUX

n) ORDRE D'ENSEIGNEMENT 1. ÉDUCATION PRÉSCOLAIRE 0 ANS 2. ÉDUCATION PRÉSCOLAIRE 5 ANS 3. ENSEIGNEMENT PRIMAIRE 4. ENSEIGNEMENT SECONDAIRE

o) TYPE DE FRÉQUENTATION (ÉDUCATION PRÉSCOLAIRE 5 ANS ET ENSEIGNEMENT SECONDAIRE) TEMPS PLEIN 1: OUI 2: NON — ÉQUIVALENT EN POURCENTAGE AU TEMPS PLEIN

p) CYCLE D'ENSEIGNEMENT

q) NOMBRE D'ANNÉES DE FRÉQUENTATION À L'ENTRÉE EN CYCLE D'ENSEIGNEMENT

r) GROUPE D'ÉLÈVES

s) CLASSE AU SECONDAIRE

t) RÉGIME DE SANCTION DES ÉTUDES 2. RÉGIME 5 4. RÉGIME 4 5. RÉGIME 3

u) TYPE DE FORMATION VALEUR = non gratuit

v) TRANSPORT SCOLAIRE NATURE DU SERVICE OFFERT: non gratuit — DÉLIMITATION D'ORGANISATION 1: OUI 2: NON — CHRONAIRE MINISTÉRIEL

w) SERVICES DE GARDE ET SURVEILLANCE DU MIDI non gratuit — CODE DE BÂTIMENT

x) INDICATEURS DE CONFORMITÉ ÂGE non gratuit — ENTRÉE CYCLES

40-3006

Ministère de l'Éducation, du Loisir et du Sport

Appendix 2 - Number 7 (2005-12) (1 of 1)

Éducation, Loisir et Sport
Québec

REQUEST FOR ADAPTATION OF THE CONDITIONS FOR ADMINISTERING MINISTERIAL EXAMINATIONS

This form may be used in the following cases:

- The student has an individualized education plan and the measures included in the plan are not provided for in *Info/Sanction n° 480* or in the 2006 edition of the *Administrative Manual for the Certification of Secondary School Studies, General Education, Youth Sector*.
- The student does not have an individualized education plan, but it would be necessary, because of a specific situation, to adapt the conditions for administering ministerial examinations.

GENERAL INFORMATION

Permanent code

Family name: _____

Given name: _____

School board: _____

School: _____

Session: January ☐
June ☐
August ☐
Between sessions ☐

Exam codes and titles: _____

AUTHORIZATION

I hereby consent to the transmission of personal information including any assessments in the possession of a doctor, professional, psychologist or representatives thereof designated to help the Direction de la sanction des études (DSE) evaluate my request. The DSE will not transmit this information to anyone without my written consent.

_____ _____
Student's signature Date

_____ _____
Parent's signature Date

REASONS FOR THE REQUEST

Specify : _____

MEASURES REQUESTED

Specify : _____

Have the requested support measures been applied during locally prepared examinations? ☐ Yes ☐ No

School principal	Telephone	Date
Certification of studies representative	Telephone	Date

TRANSMISSION METHOD

A duly signed copy of this document must be sent to the address below no later than one month before the beginning of the exam session:

Monsieur Jean-Guy Hamel
Department head
Direction de la sanction des études
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4e étage
Québec (Québec) G1R 6C8

ENGLISH VERSION:

Services à la communauté anglophone
Direction de la production en langue anglaise

COORDINATION:

Jean-Guy Hamel
Department head, certification and official documents
Direction de la sanction des études

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Secteur de l'éducation préscolaire et de
l'enseignement primaire et secondaire
Direction de la sanction des études

Jacques Tardif
Director

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Éducation,
Loisir et Sport
Québec

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